**Page 1 Task 1 (C)**

1. waste time
2. put off
3. get distracted
4. prioritise task
5. multitask
6. get things done
7. leave things until the last minute
8. do things ahead of time
9. use your time wisely
10. get started

**Page 2 Task 6**

Hey Dax. What are you two doing on Saturday night?

I don’t know. We might go to the Death City Dread concert. What about you?

I'm going to have a bit of a party. My parents are going away for the weekend, so I've asked a few people to come over to my place. Kris is bringing his DJ equipment round, so we'll have music. And everyone is going to bring some food and drink. Euan is coming with a few friends. Do you think you can make it?

It sounds great. I'll text Leyla to ask her what she thinks. Then I’ll call you back to let you know. Is that OK?

That's fine. I'll speak to you later. Bye.

**Page 3 Task 10 (B)**

1. RU feeling hungry? Wan2 meet me 4 lunch @ Pavarotti’s 1 pm? Rx
2. We’re gonna C Elton John in concert. Would U like me book U a ticket? Tonya
3. Pete called 2 say he can’t come 2 dinner. Could U call him back on 01954 627 823? THX Jayne
4. I’m rly sorry I can’t come 2 the cinema 2nite B/C I’ve got TM work 2 do. I hope U enjoy the film. Bess

**Page 3 Task 11**

I’ll be away 4 the weekend. Will U water the plants 4 me? TNX, Artyom

Wan2 go 2 the cinema 2nite? CU, Artyom

SRY 4 missing the meeting . SBT, Artyom

**Page 6 Task 1 (A)**

1. e
2. a
3. c
4. b
5. d

**Page 6 Task 1 (B)**

1. waste
2. ahead
3. multitasking
4. prioritising
5. leave