

**1C (1)**

1. Get distracted
2. Put off
3. Waste time
4. Prioritise tasks
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

**6 (2)**

1. Are you two doing
2. Might
3. I'm going to have
4. Are going
5. Is bringing
6. We'll have
7. Is going to bring
8. Is coming
9. I'll text
10. I'll call
11. I'll speak

**10B (3)**

1. Hungry? Lunch at Pavarotti's 1p.m.?
2. Going to Elton John concert. Want a ticket?
3. Pete can't come to dinner. Call him on 01954 627 823.
4. Sorry, can't come to the cinema tonight. Too much work. Enjoy it.

**11 (3)**

1. I'm going to another city for the weekend. Can you water the plants while I'm gone?
2. I'm going to go to the cinema this weekend. Will you come with me?
3. I didn't feel well. Sorry I missed the meeting.

**1A (6)**

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

**1B (6)**

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