

## Vocabulary

That job takes a lot of my time. I **spend** a lot of **time** on it.  
 I need a break. I want to **take** some **time off**.  
 Do you go there often? – Not very often. Just **from time to time**.  
 I'm in nearly every day. I'm here **most of the time**.  
 We always have trouble with this. It causes problems **all the time**.  
 I'm under a lot of pressure occasionally. **At times**, my job is stressful.  
 She always does things in a hurry. She never **takes the time** to do things carefully.  
 Don't rush. Slow down. **Take your time**.  
 Do you work **full-time**? – Yes, I work five days a week.  
 I work **part-time**. I work three days a week.  
 I frequently have to work late. I often work **overtime**.

## Reading 11.1

### TIME PRESSURE SURVEY – INTERVIEW QUESTIONS

- How much time pressure are you under?
- Would you like to change the situation and, if so, how?

**PERSON 1:** Small business owner – woman – age 37

*Works a lot. Takes very little time off.  
 Thinks about work all the time.  
 But enjoys work. Work time pressure not a problem  
 if you enjoy your job.  
 Wouldn't change the situation.*



**PERSON 2:** Retired man – age 68

*Busy in a different way. Takes time to do things.  
 Has control. Likes it.  
 Jobs you hate when you rush can be enjoyable  
 if you have more time.  
 Wouldn't change the situation.*



## 11.1 Follow-up

Read the notes in Reading 11.1. Are the sentences true or false?

- |   |                            |                            |
|---|----------------------------|----------------------------|
| 1 Person 1 has quite a lot of leisure time.       | <input type="checkbox"/> T | <input type="checkbox"/> F |
| 2 Person 1 is under time pressure.                | <input type="checkbox"/> T | <input type="checkbox"/> F |
| 3 Person 1 would like to have less time pressure. | <input type="checkbox"/> T | <input type="checkbox"/> F |
| 4 Person 2 is bored.                              | <input type="checkbox"/> T | <input type="checkbox"/> F |
| 5 Person 2 enjoys doing jobs.                     | <input type="checkbox"/> T | <input type="checkbox"/> F |
| 6 Person 2 has time pressure and enjoys it.       | <input type="checkbox"/> T | <input type="checkbox"/> F |

### Practice Exercise 1

Complete the phrases.

- 1 It's going to be a big job. It will *t* \_\_\_\_\_ time.
- 2 People *s* \_\_\_\_\_ time traveling to and from work each day.
- 3 I don't often work late. But I have to do it *f* \_\_\_\_\_ time *t* \_\_\_\_\_ time
- 4 This machine never stops. It runs *a* \_\_\_\_\_ *t* \_\_\_\_\_ time.
- 5 I enjoy my job. But *a* \_\_\_\_\_ times, it gets a bit boring.
- 6 I'm only in the office on Mondays and Tuesdays. I work *p* \_\_\_\_\_ -time.
- 7 I won't be here next week. I'm going to take some time *o* \_\_\_\_\_ .
- 8 The weather's great here. It's warm and sunny *m* \_\_\_\_\_ *o* \_\_\_\_\_ the time.

### Practice Exercise 2

#### Time Expressions in Action!

Complete the conversation between 2 colleagues- Priya and Aryan using the given time phrases. You will need to modify them according to the structure of the sentence.

most of the time	spend a lot of time	take some time off	from time to time
all the time	at times	takes a lot of time	

**Priya:** Hey Aryan, have you started working on the client report? It \_\_\_\_\_ (1) to put everything together.

**Aryan:** Yeah, I know. I've been \_\_\_\_\_ (2) on it this week, but I think I'll need to \_\_\_\_\_ (3) once it's done.

**Priya:** That's a good idea. \_\_\_\_\_ (4), it's important to step back and recharge.

**Aryan:** Absolutely. I feel like I'm at my desk \_\_\_\_\_ (5) these days.

**Priya:** Same here. But I remind myself that we don't have these big projects \_\_\_\_\_ (6).

**Aryan:** True, though \_\_\_\_\_ (7), it feels never-ending!

**Priya:** Tell me about it! Let's power through this, and we can plan a team outing afterward.

**Aryan:** Deal!

### Practice Exercise 3

#### The Time Juggle

Complete the conversation between 2 colleagues- Sameer and Swati, using the time phrases in the box. You may need to modify them according to the structure of the sentence.

Full-time	Part-time	overtime	take the time to	take .... time
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**Swati:** Hey Sameer, I noticed that you always (1) \_\_\_\_\_ check every detail in your reports. How do you manage that?

**Sameer:** Oh, I just make sure to (2) \_\_\_\_\_ when I'm working on something important.

**Swati:** That's a great approach! Are you still working (3) \_\_\_\_\_, or did you switch to (4) \_\_\_\_\_?

**Sameer:** I'm still working full-time, and I've been putting in a lot of (5) \_\_\_\_\_ this month to meet deadlines.

**Swati:** That sounds exhausting. Make sure you take a break soon!

**Sameer:** I will. Thanks for the reminder!

### ANSWERS

#### Follow up 11.1

1. F
2. T
3. F
4. F
5. T
6. F

#### Practice Exercise 1

1. Take
2. Spend
3. Time... to
4. All the
5. At
6. Part
7. Off
8. Most of

### Practice Exercise 2

1. takes a lot of time
2. spending a lot of time
3. take some time off
4. from time to time
5. most of the time
6. all the time
7. at times

### Practice Exercise 3

1. take the time to
2. take my time
3. full-time
4. part-time
5. overtime