

Multitasking

COMMUNICATION

LEVEL
Intermediate

NUMBER
EN_BE_2626X

LANGUAGE
English





Goals

- Can discuss multitasking and habits using the present simple and past and present continuous.
- Can use the infinitive of purpose to discuss the benefits of multitasking.



While Mary **was writing** her presentation, she **was** also **talking** to her boss on the phone.





Preview and warm-up

In this lesson, you are going to learn how to discuss **multitasking**.



Some people say that multitasking **increases productivity**.

tasks

multitasking

Multitasking is when we do different **tasks** at the same time.



My **tasks** are writing emails and answering the phone.



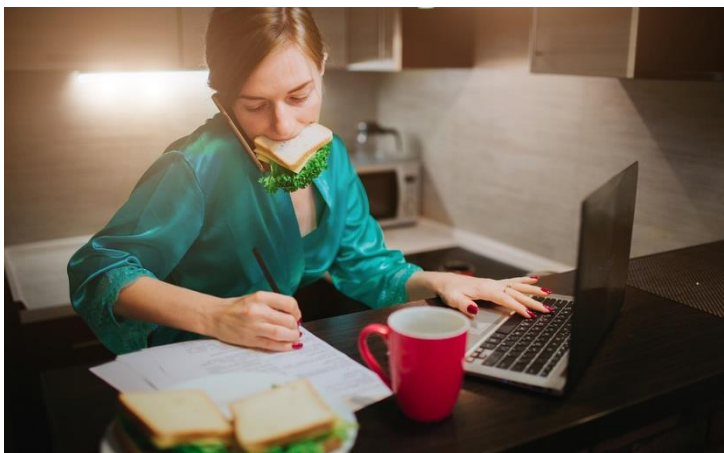
I can't do two things at the same time, **multitasking** is not for me!



New expressions

to be good at multitasking

Women **are** usually **good at multitasking**.



to be bad at multitasking

I can only do one thing at a time, I **am bad at multitasking**.





Talking about habits

- We use the **present simple** to talk about **habits**.
- We can use **adverbs of frequency** to express how often something happens.

I **always answer** my emails in the morning.

You **often** use the printer at work.

They **take** phone calls after lunch.



Complete the sentences

Complete the sentences by matching two parts.

1. Emily never talks

a) write their reports at the same time.

2. They often listen to music and

b) finish all of his tasks.

3. Joe does not always

c) multitasking at work.

4. I am very good at

d) on the phone when she drives.



Writing

Write sentences about your habits. What tasks do you always, usually and never do at the same time?

printing

answering the
phone

writing an email

eating

talking to your
colleague

having a
meeting



Speaking

Share the sentences that you have written. What is the conclusion?



How often do you multitask?

How good are you at multitasking?

Why are some people better at multitasking than others?



While

- We often use **while** with continuous tenses.
- We can use it with either the **present continuous** or the **past continuous**.
- When we use two continuous tenses **together**, it means the two actions are or were **taking place at the same time**.

Present continuous + Present continuous	She is eating a sandwich	while they are having a meeting.
Past continuous + past continuous	I was running to the office	while he was starting the meeting.



While

- When the **subject is the same** in both parts of the sentence, we do not need to repeat the subject and the auxiliary verb.
- The second verb can come in the **-ing form** after the word **while**.
- Here the person or people are multitasking!

She is having a coffee while
she is writing an email.



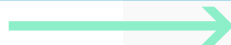
She is having a coffee while
writing an email.

I was running to the office while
I was talking to him.



I was running to the office while
talking to him.

Jim got a phone call while
he was watching the presentation.

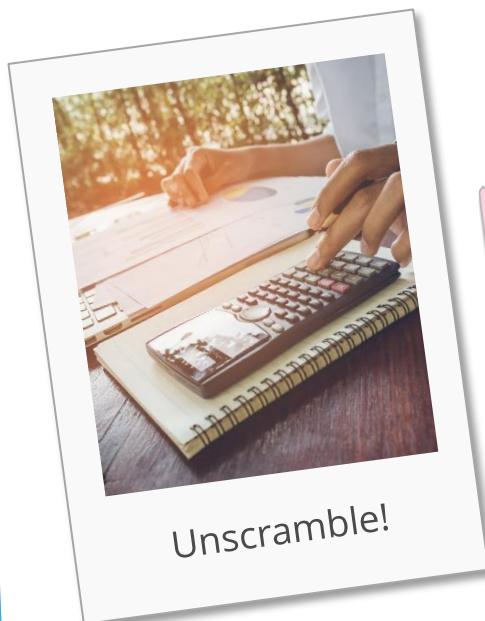


Jim got a phone call while
watching the presentation.



Unscramble

Unscramble the following sentences.



are working.

My boss is

while the
machines

giving
instructions

I was staring

while he was

at my
colleague

talking to me
in Chinese.

the reports

while Helen
was

Sue was
reading

printing
documents.

contract while

Tom found
the

looking for it.

I was



Complete the sentences

Now complete the sentences with the same subject in both parts of the sentences.

1. My boss is giving instructions while she _____.
2. I was staring at my colleague while I _____.
3. Sue was reading the reports while she _____.
4. Tom found the contract while he _____.



Transform the sentences

1. I was reading a book while I was waiting for the plane.



I was reading a book **while waiting** for the plane.

2. Tom was typing while he was thinking of a solution.



3. We are making phone calls while we are planning the workshop.



4. They asked a question while they were walking.



5. You heard that noise while you were sitting in the office.





Benefits of multitasking

to save time

In order **to save time**, I take phone calls while I am writing emails.

to save money

To save money, she tries to find the best discounts.

to increase productivity

To increase productivity, I always do two easy tasks at once.

to prevent time-wasting

To prevent time-wasting, he doesn't look at his mobile phone at work.



Fill in the gaps

Fill in the gaps with the words in the box.

prevent

time

money

increase

1. To save _____ I ask for help when I am lost.
2. They recycle paper in order to save _____ .
3. To _____ productivity, she teaches her colleagues how to multitask.
4. I block social media on my laptop, in order to _____ time-wasting.





The infinitive of purpose

- Remember, we use the infinitive of purpose to explain **why** someone does something.
- We can use **to + infinitive**, **in order to + infinitive** or **so as to + infinitive**.
- Look at the examples:

■ My boss usually locks his door **to work** in perfect silence.

■ I need my credit card details **in order to buy** office equipment.

■ You're staying at home **so as to get better** from your cold.



- Be careful! Unlike in many other languages, we use **to instead of for** when we want to express purpose:

I am writing to place an order.

~~I am writing for to place an order~~



The infinitive of purpose

- Use the infinitive of purpose when the **subject of the main verb** and the **subject of the infinitive of purpose** are the **same**.
- A negative infinitive is most common with ***in order to*** and ***so as to***. The ***not*** usually comes before ***to***: ***in order not to*** and ***so as not to***.

Examples

I am calling you to invite you for an interview.

Dennis has gone to a conference to hold a presentation.

She will come to the office to pick me up

They need more time in order not to be late.

I worked hard on this project so as not to lose customers.





Write sentences

**Your boss is trying to find out how productive you are in the office.
What do you do in order to...?**

increase productivity

save time

prevent time-wasting

save money



Speaking

Share your sentences with your teacher or classmates.





Make a list

Work as a group and list as many benefits of multitasking as you can think of. Does it also have any drawbacks?

benefits

drawbacks





Look at these statements

Do you agree or disagree with them? Explain your reasons!



Multitasking is not good for your brain.



Multitasking always increases productivity.





Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no





Reflect on this lesson

Think about everything you have seen in this lesson.
What were the most difficult activities or words? The easiest?



If you have time, go over
the most difficult slides again



Answer key

Exercise 1, p.8

1. D
2. A
3. B
4. C

Exercise 2, p.14

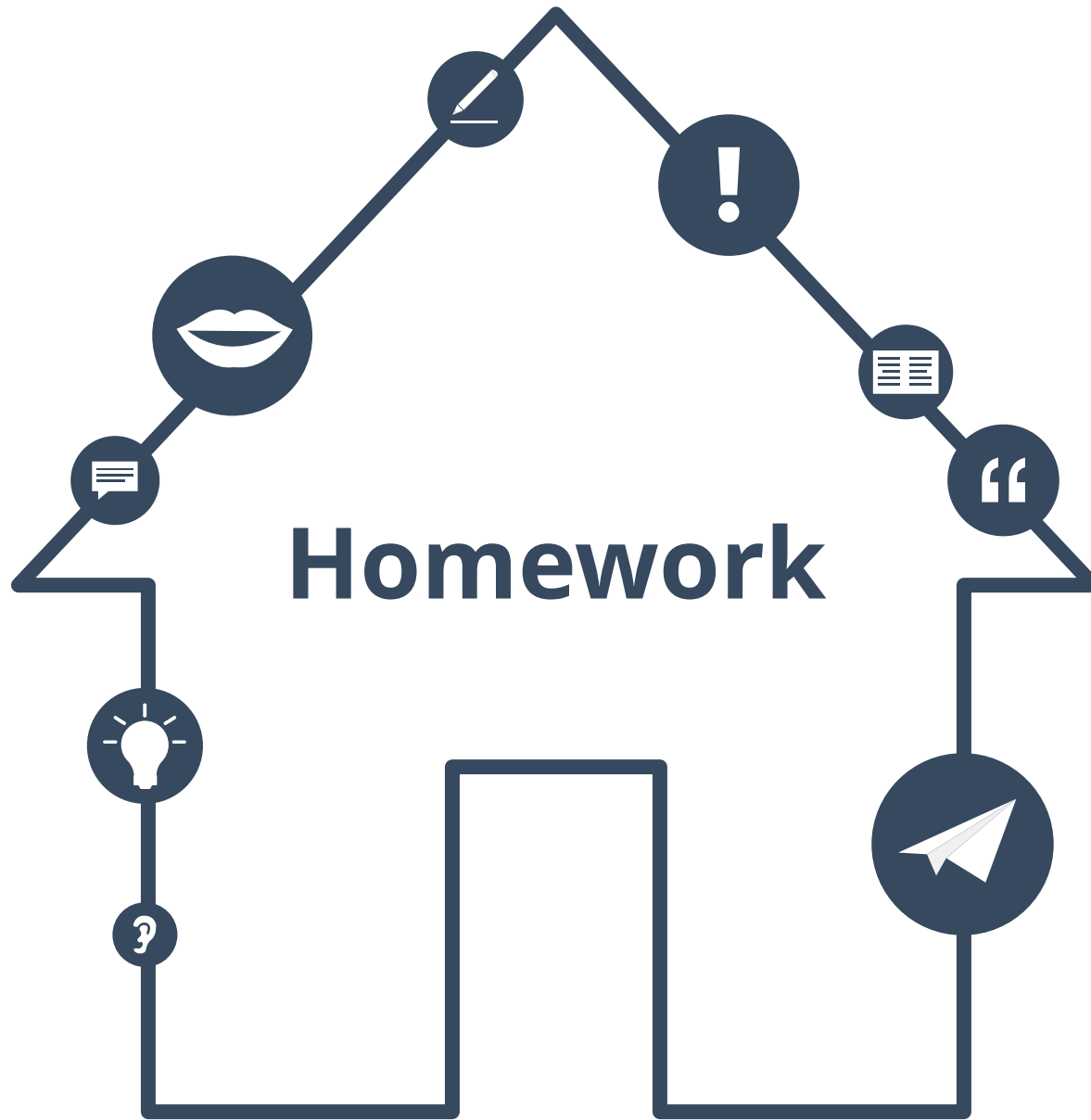
1. My boss is giving instructions while the machines are working.
2. I was staring at my colleague while he was talking to me in Chinese.
3. Sue was reading the reports while Helen was printing documents.
4. Tom found the contract while I was looking for it.

Exercise 3, p.15

1. Tom was typing while thinking of a solution.
2. We are making phone calls while planning the workshop.
3. They asked a question while walking.
4. You heard that noise while sitting in the office.

Exercise 4, p.17

1. time
2. money
3. increase
4. prevent





Homework writing activity

Write sentences with while. Write three sentences with the same and three sentences with different subjects. Omit the subject + auxiliary verb when possible.

issue

have

copy

sign

sit

write



Lauren was listening to music while I
was issuing documents.





Homework writing activity

Ask a friend or a colleague about multitasking. Does he/she think that it is good or bad for us? Take notes.

<input type="radio"/>	<u>Howard thinks that multitasking is good/bad for us, because...</u>
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