[Loai: ĐỌC HIỂU ĐỀ 15 – 5 CÂU]

[Q]

**Read the following passage and choose the correct answer to indicate the correct answer to each of the questions from 51 to 55.**

People commonly complain that they never have enough time to accomplish tasks. The hours and minutes seem to slip away before many planned chores get done. According to time management experts, the main reason for this is that most people fail to set priorities about what to do first. They get tied down by trivial, time-consuming matters and never complete the important ones.

One simple solution often used by those at the top is to keep lists of tasks to be accomplished daily. These lists order jobs from most essential to least essential and are checked regularly through the day to access progress. Not only is this an effective Way to manage time, but also it serves to give individuals a much- deserved sense of satisfaction over their achievements. People who do not keep lists often face the end of the workday with uncertainty over the significance of their accomplishments, which over time can contribute to serious problems in mental and physical health.

**Question 51:** Which of the following is the best title for the passage?

0. Common Complaints About Work

0. Accomplishing Trivial Matters

0. Achieving Job Satisfaction

1. Learning to Manage Time

[Q]

**Question 52:** According to the passage, why do many people never seem to have enough time to accomplish things?

1. They do not prioritize tasks.

0. They get tied down by one difficult problem.

0. They fail to deal with trivial matters.

0. They do not seek the advice of time management experts.

[Q]

**Question 53:** In paragraph 2, the word **those** refers to \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

0. daily lists

0. trivial matters

0. priorities

1. people

[Q]

**Question 54:** The passage states that one solution to time management problems is to \_\_\_\_\_\_\_\_.

0. consult a time management expert

0. accomplish time - consuming matters first

1. keep daily lists of priorities and check them regularly

0. spend only a short time on each task

[Q]

**Question 55:** The paragraph following the passage most probably discusses \_\_\_\_\_\_\_\_\_.­­­­­­­­­­­­­­­­­

0. mental and physical health problems

1. another solution to time management problems

0. ways to achieve a sense of fulfilment

0. different types of lists