

WORK SMARTER NOT HARDER

In 30 seconds, answer the following question:

- What does it mean to work smarter?

Answer the given question in 60 seconds:

How can you increase your productivity at work?



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No speaker

Wear Your Words

Listen and repeat. Then, choose a word to define.

1. **Struggle (v)** /'strʌɡl/

2. **Beforehand (adv)** /bɪ'fɔːrhænd/

3. **Pattern (n)** /'pætərn/

4. **Crucial (adj)** /'kruːʃl/

5. **Flexible (adj)** /'fleksəbl/

6. **Collaborate (v)** /kə'læbəreɪt/

Make a sentence using that word.

Example: *We have **collaborated** on many projects over the years.*



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Wear Your Words

Explanation of useful phrasal verbs:

Catch up (with sb)

to reach the same level or standard as somebody who was better or more advanced



Switch off

to stop thinking about something or paying attention to something



Examples:

- ✓ *She has to work smarter to **catch up** with her colleagues.*
- ✓ *The only time he really **switches off** is when we're on vacation.*

Make a sentence using one of the given phrasal verbs.



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Structure:

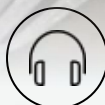
It + be + (not) worth + V-ing.

Example: *It's not worth doing something unless it contributes to the success of your company.*

Make a sentence using the given structure.



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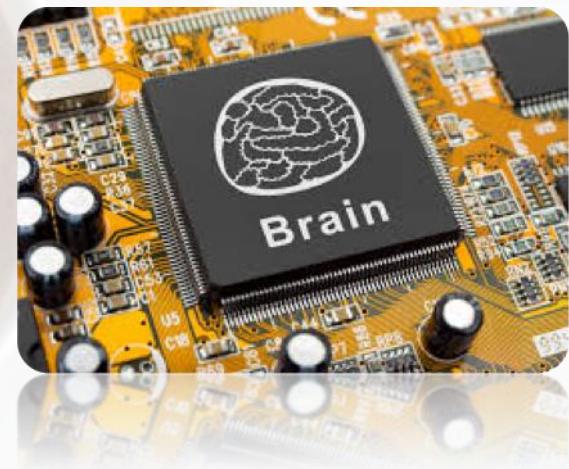


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Pair Work: In 180 seconds, discuss “How to work smarter” with your partner .

Suggestions

- ✓ Make a to-do list, review the list, prioritize and decide how much time you need to get each activity done
- ✓ Recognize and eliminate distractions
- ✓ Try to avoid multitasking, delegate tasks to your subordinates
- ✓ Focus on the things that are crucial to your job performance
- ✓ Track how you spend your time during the day
- ✓ Etc.



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Assessment Form

Here are some comments on your performance.

Student	Pronunciation	Vocabulary	Grammar
1.			
2.			
3.			
4.			
5.			
6.			

Feel free to ask if you have any questions!



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- ✓ Vocabulary related to working smarter not harder

- ✓ **Two phrasal verbs:**

Catch up (with sb)

Switch off

- ✓ **Structure:**

It + be + (not) worth + V-ing.

- ✓ Discussion about how to work smarter



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Complete your mission and find more in related lessons.

Your mission	<ul style="list-style-type: none">✓ Take note of what you need to improve (Vocabulary, Grammar and Pronunciation)✓ Practice the related lessons in the course browser here (It doesn't apply to all students)✓ Take those lessons
Recommendations	<ul style="list-style-type: none">✓ 109-Use Intonation in Context (#0181)✓ 141-suffixes of meet (#0232)
	<ul style="list-style-type: none">✓ Please don't forget to rate our lesson today



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