

BENEFITS OF TO-DO LISTS

In 30 seconds, answer the following question:

- Do you often plan what you are going to do in a week or month?

Watch the video, then answer the given questions in 60 seconds:

1. What does the woman use to be more productive?
2. What do you often use when you plan out things, online tools or paper?

Video



Source:

<http://www.dailymotion.com/video/x47elt2>



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Wear Your Words

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

1. **Notepad (n)** /'nəʊtpæd/

2. **Sidetrack (v)** /'saɪdtræk/

3. **Priority (n)** /praɪ'ɔ:rəti/

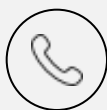
4. **Urgent (adj)** /'ɜ:rdʒənt/

5. **Record (n)** /'rekərd/

6. **Frequent (adj)** /'fri:kwənt/

Make a sentence using that word.

Example: *I was supposed to be writing a letter but I'm afraid I **got sidetracked**.*



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Wear Your Words

Explanation of a useful idiom and phrasal verb:

Miss the boat
(idiom)

(informal) to be unable to take advantage of something because you are too late

Screw (sth) up
(phrasal verb)

(slang) to do something badly or spoil something



Examples:

- If you don't buy now, you may find that you've **missed the boat**.
- Don't **screw it up** this time.

Make a sentence using either the given idiom or phrasal verb.



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Structure:

The more.... the more/less....

Examples: *The more* we saw, *the less* we could believe.

Make a sentence using the given structure.



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Pair Work: In 180 seconds, discuss the benefits of to-do lists with your partner.

Suggestions:

- ✓ Help focus your mind on important objectives
- ✓ Help you decide on priorities: the most important and the most urgent
- ✓ You don't need to hold everything in your head
- ✓ You are less likely to become sidetracked
- ✓ You feel more in control and save time
- ✓ You have a record of what you've done



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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 the benefits of to-do lists
- ✓ **Idiom: Miss the boat**
- ✓ **Phrasal verb: Screw (sth) up**
- ✓ **Structure:**

The more...the more/less...

- ✓ Discussion about some benefits of to-do lists



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Homework

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 at here (just apply to Voxy students)✓ Take those lessons
Recommendations	<ul style="list-style-type: none">✓ 56-planning (#0337)✓ 55-making plans (#0340)✓ 125-who wants to plan the party? (#0436)
<div><p>Rất hài lòng</p><p>★★★★★</p><p>Nhấn vào ngôi sao để đánh giá</p><p>Tôi hài lòng nhất</p><div><div><p>Giảng viên</p></div><div><p>Chất lượng kĩ thuật</p></div><div><p>Học liệu</p></div></div></div>	<ul style="list-style-type: none">✓ Please don't forget to rate our lesson today



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