

Organizing your time

A *A busy week*

1 Complete the phone conversations with words from the box.

✓ birthday	business	doctor's	soccer
blind	conference	job	violin

A. Jake: Hey, Ramon. Can you come to my
_____ ¹ *birthday* party on Saturday?

Ramon: I'm not sure. I have a _____ ²
appointment at the hospital at 2:00 p.m. What
time is the party?

Jake: It starts at 4:00 p.m. And there's someone
I want you to meet. Her name is Olivia.

Ramon: Well, I can come to the party. But I don't know about Olivia. I've never
been on a _____ ³ date.

Jake: It's not really a date. You're both just going to be at the party. It'll be fun!

B. Yae-jih: Hi, Don. How are you?

Don: OK. I'm a little nervous about my _____ ¹ interview at TGI Bank.

Yae-jih: Oh, right. When is it?

Don: Today at 2:00. Mr. Lawrence and Mrs. Nelson have a lot of _____ ²
meetings, so we are going to have a _____ ³ call. I won't have an
interview face-to-face.

Yae-jih: Wow. That's different. Good luck!

C. Laura: Hello, Sibel. Do you want to have lunch tomorrow?

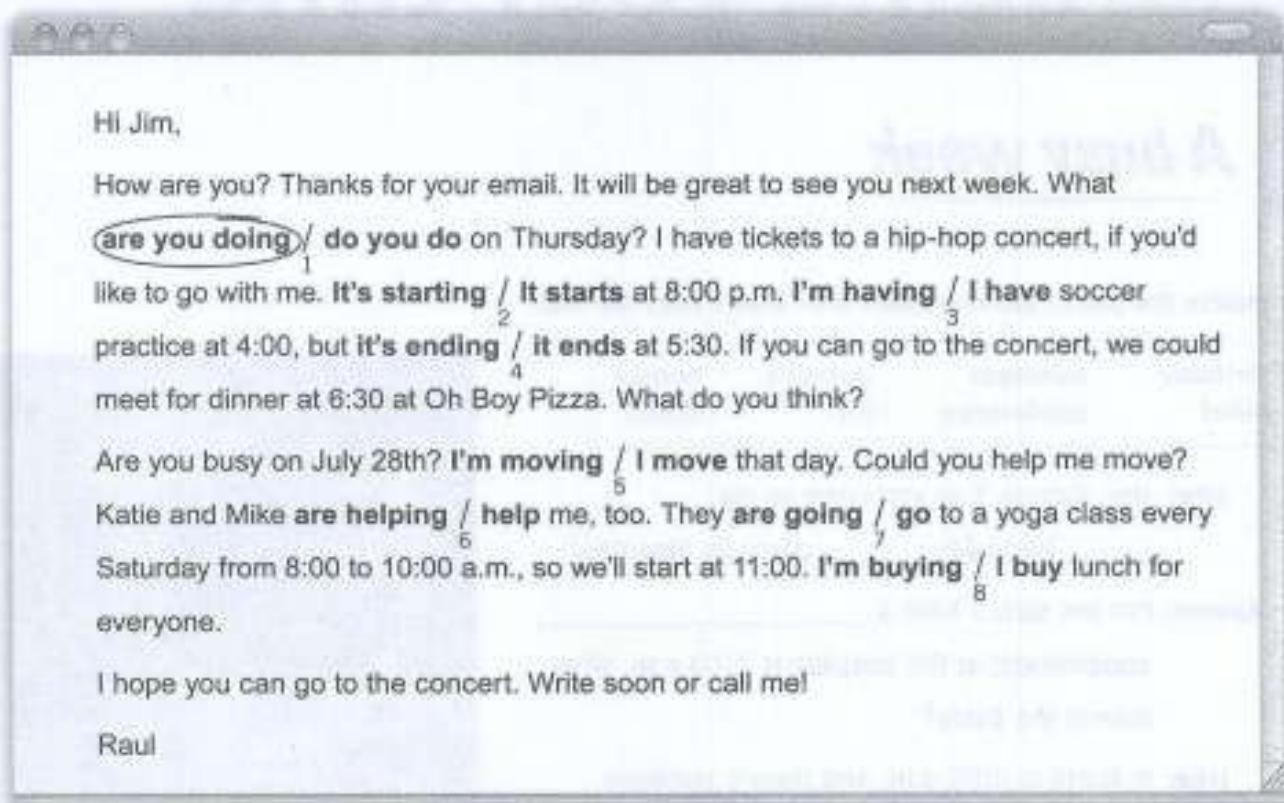
Sibel: I'm sorry. I can't. I have a _____ ¹ lesson tomorrow.
How about on Saturday?

Laura: I have _____ ² practice in the afternoon.
Let's have dinner on Saturday night.

Sibel: OK, great. And we can go to a movie after dinner, too.



2 Circle the correct words to complete the email.



3 Check (✓) the correct sentences. Rewrite the incorrect sentences with the correct forms of the verbs. Use the simple present or the present continuous.

1. Lorena is having a violin lesson every Thursday.

Lorena has a violin lesson every Thursday.

2. Do you have any doctor's appointments next week?

3. Marvin picks up his sister in Miami at 3:30 p.m. on Saturday.

4. Brenda and Tom are staying at my house this weekend.

5. Naoki plans a conference call in meeting room B for Tuesday next week.

6. The movie starts at 9:00 and is ending at 11:30.

4 Read the sentences. Check (✓) if the event is happening right now or in the future.

	Now	Future
1. I can't have lunch now. I'm studying for my biology test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. I have a doctor's appointment on Friday.	<input type="checkbox"/>	<input type="checkbox"/>
3. Jen is working late next week.	<input type="checkbox"/>	<input type="checkbox"/>
4. I'm eating a great sandwich. Do you want to try it?	<input type="checkbox"/>	<input type="checkbox"/>
5. I'm sorry. Tae Jung isn't here. He has soccer practice.	<input type="checkbox"/>	<input type="checkbox"/>
6. Melanie can't go on a blind date on Saturday. She has a guitar lesson.	<input type="checkbox"/>	<input type="checkbox"/>
7. We're leaving for vacation in three days!	<input type="checkbox"/>	<input type="checkbox"/>
8. Larry isn't answering his cell phone. He is on a conference call.	<input type="checkbox"/>	<input type="checkbox"/>

5 Complete the calendar with your own plans for next week. Write sentences with the present continuous or the simple present.

Example: Sunday: I have gymnastics practice. or I'm visiting my aunt and uncle.

WEEKLY CALENDAR

Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

B

Can I take a message?

1 Put the words in the correct order to make sentences for leaving and offering to take phone messages.

1. leave / want / a / message / to / you / Do / ? Do you want to leave a message?
2. Amber called / him / Please / tell / that / , _____
3. is at 12:15 / the conference call / her /
Can / you / tell / that / ? _____
4. know / in the morning / that / you / her / Could /
let / we're leaving / ? _____
5. like / to / you / Would / leave / message / a / ? _____
6. take / a / message / I / Can / ? _____

2 Complete the conversations with sentences from Exercise 1. Each sentence in Exercise 1 is used once. Sometimes, the first word is given.

A. Brandon: Hello?

Amber: Hi. Can I speak to Jim?

Brandon: I'm sorry. He's not here. Do

you want to leave a message? ₁

Amber: Sure. _____
_____ ₂

B. Victoria: Hello?

Marcos: Hello. Can I speak to Tonya, please?

Victoria: Um, she's busy right now. Can _____? ₁

Marcos: Yes. We have a business meeting at work tomorrow.

_____? ₂

Victoria: 12:15. OK. No problem.

C. Emma: Hello?

Asami: Hi. Is Kendra there?

Emma: No, she isn't. Would _____? ₁

Asami: Oh, sure. I'm picking her up tomorrow for a camping trip.

_____? ₂

Emma: OK. What time?

Asami: About 10:00 a.m.

While You Were Out

For: Jim Date: October 2

Message: Amber called.

909-555-1234

C

Can you do me a favor?

- 1 Circle the correct phrase to complete each conversation.



- A: Algebra is difficult.
 B: Do you want some help?
 A: Yes. Can you help me with my résumé / **check my homework?**
- A: That restaurant is too expensive.
 B: I know, but the food is really good. Let's go.
 A: Well, OK. Could you lend me some money / **water my plants?**
- A: Hi, Ed. It's Sherry.
 B: Hi, Sherry. You're calling me early. Is there a problem?
 A: Yes. My car isn't working. Can you **check my homework / give me a ride to work?**
- A: Look at those flowers! Your garden is so beautiful!
 B: Thanks. Would you mind **watering the plants / getting the mail with me?**
- A: Julia is so nice. She always wants to help.
 B: I know. She's **feeding my cat / giving me a ride while I'm on vacation.**
- A: Do you want to go to a movie tonight?
 B: I'm sorry, I can't. I'm **getting my mail / picking up my parents at the airport.**
- A: I need to find a job.
 B: My office needs some new workers.
 A: Really? That's great. Could you help me with my résumé / **pick me up?**
- A: Does anyone stay at your house when you travel for work?
 B: No. My neighbor usually **gets my mail / checks my homework.**
 And he also feeds my fish.

4 Look at Eric's notes. Then complete his conversation with each person.

1. Eric: Can you give me a ride to the airport on Monday afternoon?

Priscilla: No problem. I'll give you a ride to the airport. What time?

2. Eric: Can _____ while I'm on a trip next week?

Chuck: Sure. _____ them.

Eric: And would you mind _____, too?

Chuck: No, I don't mind. _____ it, too.

3. Eric: Would _____ when I'm on my trip?

Amira: All right. _____ it on Wednesday and Friday.

4. Eric: Could _____ at 4:30 on Sunday?

Greg: Yeah, sure. _____ and _____ be late!

give me a ride to the airport Priscilla

feed my fish Chuck

feed my cat Chuck

get my mail Amira

pick me up from the airport Greg

5 People are asking you favors. Write their questions and your own answers.



1. Ed: Can you take my picture _____ ?
You: _____



2. Mai: _____ ?
You: _____



3. Chris: _____ ?
You: _____



4. Mara: _____ ?
You: _____

D

Time management

1 Read the article. What are four ways that people waste time?

1. the Internet 2. _____ 3. _____ 4. _____

A Waste of Time!

Many people don't manage their time well. They often find other things to do when they should be working. Some people don't even know they are wasting time. These are some of the top time-wasters. Do any of them sound like you?

1. The Internet is a very useful tool, but it's also the biggest way people waste time. Many people play games or chat online instead of working or doing research for school. Have you ever looked at a funny video online instead of working?



2. TV can be interesting and educational, but many people waste time by watching TV. Have you ever taken a short break from work to watch "just a little TV" and then hours later thought, "Oh, that's right... I was doing laundry"?



3. People can actually waste a lot of time when they talk. At work, some people talk too much about personal things instead of doing their jobs. Other people have the same problem at home. They talk to friends and family on the phone instead of doing chores.



4. Believe it or not, thinking can be a waste of time. Some people think about work, but they don't do it. They even make to-do lists, but then they just think about all the things they have to do, and they never get them done!



2 Read the article again and the sentences below. Did each person waste time? Check (✓) Yes or No.

- | | Yes | No |
|--|--------------------------|-------------------------------------|
| 1. Vicky researched information on the Internet for a work report. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Dan played a game online for two hours at work. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Ines watched TV for ten minutes and then finished her homework. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Haluk talked to his boss about a business meeting. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Sam talked to his boss about his son's soccer game. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Jen made a to-do list, and then she thought about how she'd never finish all of it. | <input type="checkbox"/> | <input type="checkbox"/> |