

LESSON 13

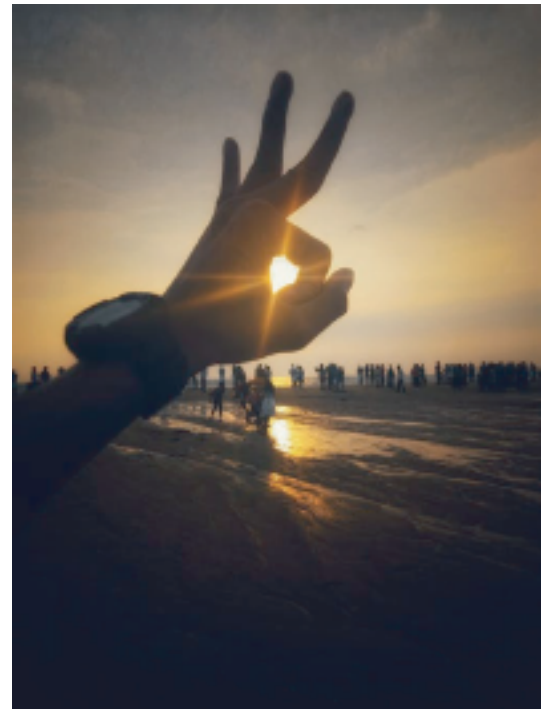
TIMING YOUR WORK

KEY POINT

Do you change work activities in the day?
Do you do the same thing?
Do you change your work?

Proof Evidence
Usually Most often

When is the best time to do different things?
What do you do when? When is it best to make decisions? When is it best to socialize?
Listen to Michael Meyers presentation on time management.



LESSON PREPARATION

Most Just about all
I may go most days to work.
Usually Often
I usually go to work at 9 am.
To sleep To rest
You should sleep on business trips.
To break To stop
You may take a break.
The energy Activities
You can get energy with sports.
A brain Intelligence
She is a brain.
Easy Not hard
It was easy to do.
The least Smallest amount
That can be the least difficult.

To include With something
You included the report.
The proof Evidence
Do you have proof?
Global Around the world
It is a global company.
A study An evaluation
They did a study.
To break To stop
What did they break?
To improve To get better
How will Janet improve her English?

SENTENCE BUILDERS

Paul usually takes a break to sleep.
Steven is a brain.
You should include the proof.
They are doing a global study to improve.
Usually energy is global.

COMPREHENSION BUILDERS

When is the best time to do different things?

Michelle Meyers presentation on time management.

When is the best time to make decisions?

The best time to make decisions is when we have the most energy. This is usually after we sleep or after a break. Our body has more energy and can give better energy to our brain for the decisions.

What time of day is it better to do easy work?

It is better to do easy work when you have the least energy. So work where you do not have to make decisions. This includes work such as organizing easy tasks.

Who has more proof?

ETS is the global organization that does the TOEIC exam. They do millions of tests every year. The same tests for the same people around the world. They did a study last year that shows that results are 15 percent lower in the afternoon.

School programs

In Denmark thousands of school children were followed. It was found that if they had a break every hour their results improved by 20 percent compared to a break every 2 hours. So when do we make decisions?

We are capable of making better decisions at different times during the day. The more rested the better the decision. The answer is after lunch or after a short break.

How can you introduce this into your routine?

By carefully putting it into a routine you can figure out how to make your day perfect.

SENTENCES

Content questions

- 1) The best time to make a decision is _____.
 - a) after a long day
 - b) when you have energy
 - c) in the afternoon

- 2) ETS did a study and found results were _____ in the afternoon.
 - a) 15 percent lower
 - b) 15 percent higher
 - c) better

QUESTIONS

- 3) In Denmark school programs found that _____.
- a break every three hours is good
 - a break every two hours is good
 - a break every hour is good
- 4) You can put this into your routine _____.
- when you are rested
 - at different times during the day
 - C) carefully

GRAMMAR

Where will you go?

Explanation

Who person
What a thing
Where place
When time
Why reason
How means

Structure

Question word +. (Do does did will modals - should would could) + subject

Who : questioning a person
What : questioning a think
Where questioning a place
When questioning a time
Why questioning reason
How questioning a way

Questions

- _____ does he work? I think in New York.
A. Who B. What C. Where
- _____ is he calling. I think to get some information.
A. Where B. Why C. How
- _____ will he go. By plane.
A. Where B. Why C. How
- _____ will you know? Next week?
A. When B. Why C. How
- _____ will you do? I do not know.
A. What B. Where C. When
- _____ will be at the meeting?
A. Who B. Why C. How
- _____ will you do it? On the computer.
A. How B. Why C. What
- _____ will go?
A. How B. When C. Who
- _____ is the meeting? In the office?
A. Where B. Why C. When
- _____ do you leave? At 6 pm?
A. What B. How C. When