

A. Choose the correct answer.

1. When you **complete** a task, you say that (–).
(i) you have started doing it (ii) you have finished doing it
2. If you do something **right away**, it means you do it (–).
(i) immediately (ii) later
3. When you say "**Eventually**, the problem was solved," you mean that (–).
(i) firstly, the problem was solved (ii) in the end, the problem was solved
4. When you are **in control** of a situation, you (–).
(i) can deal with it (ii) can't deal with it
5. When you are under **stress**, you are (–).
(i) relaxed (ii) nervous
6. If you **put off** a task, you say: (–).
(i) "I'll do it now." (ii) "I'll do it later."
7. To **cause** something is to (–).
(i) make it happen (ii) explain why it happens
8. If you **plan ahead**, you are thinking about (–).
(i) the past (ii) the future

B. Match the two parts of each sentence.

1. I want to put off our meeting	a. my friends every weekend.
2. I can't deal with that problem	b. into groups of three.
3. I get together with	c. because I'm busy now.
4. The teacher divided us	d. to include the new students.
5. I updated the class list	e. by myself.

C. Choose the correct words.

1. Don't **complete / put / put off** tasks you dislike. Do them right away.
2. Worries can **clear / cause / cure** illness.
3. You have to **update / delete / color** the information on your site every day.
4. **Afterwards / Always / Every minute** I took a walk on the beach to clear my mind.
5. It's important to plan **back / ahead / forward** in order to make good use of your time.
6. The boss wants us to **compare / combine / complete** the task by tomorrow.
7. If you want to be in **tears / control / touch**, you should plan your time carefully.
8. Modern life is full of **stress / power / quiet**. We have no time to return / relax / refuse.
9. The teacher will **decide / deal with / divide** the class into five groups.
10. You should understand the **importance / order / stress** of planning ahead.

D. Use the word bank to complete the sentences below. Make any necessary changes.

advice	afterwards	free	manage	plan ahead	waste	plan
put off	deal with	relax	energy	stress	follow	

1. Get me a map. We have to _____ our trip today.
2. Don't waste your _____ on things that aren't important.
3. I'm busy until 5 o'clock. _____, I'm _____.
4. You have to _____ the problem now. You can't _____ it _____.
5. If you don't _____ the doctor's advice, you won't get well quickly.
6. My mother hates to _____ food. She doesn't throw anything out.
7. My dad likes to _____ on the sofa at the end of a workday.
8. I don't know what to do. I need your _____.
9. When you learn how to _____ your time better, you will feel better.
10. Are you under _____? Try _____. That will help you.