4 Routines

Reading

1 Read the article about routines in your life. Number the ideas (a–e) in the order in which they appear in the article (1–5).

a _____ being flexible

b _____ healthy habits

c _____ the results of having personal routines

d _____ thinking about your goals

e _____ thinking about yourself

2 Complete the summary of the article with one word in each space. Use words from the article.

Some of the benefits of organizing your own [1]_____ include not wasting [2]_____ in your day and reducing [3]_____. You have more time to enjoy activities that are [4]_____ and so have a more [5]_____ life.

3 Find and underline these words in the article. Circle the prefix or the suffix in each word. Then decide if the word is an adjective (A), noun (N), or verb (V).

useful _____

personal _____

preparation _____

reorganize _____

predictable _____

unplanned _____

Do you think routines are boring? Think again! There are many positive results from following routines, for example, washing your hands. Handwashing prevents all kinds of illnesses, but this only became a common habit less than 200 years ago. This was partly thanks to people like Hungarian doctor Ignaz Semmelweis. He made doctors wash their hands as part of his efforts to improve hospital conditions. However, the big soap companies were also responsible—you could say that people noticed soap advertisements more than doctors' recommendations!

Luckily, it's quite easy to develop your own personal routines that are both useful and can improve the quality of your life. But, although some routines may have benefits, you have to decide if that's right for you.

Making your own routine has three steps. Firstly, think about yourself. For example, are you better in the morning or the evening? Some people are great at preparation the night before—getting food and clothes ready or cleaning the house. Plan your routines for the times that work best for you.

Secondly, think about your goals. How many steps are there in each task? How long will each step take? Perhaps you need longer to do some things than others. As Pablo Picasso said, "Our goals can only be reached through a vehicle of a plan...There is no other route to success."

Thirdly, be flexible. You can change how much time you spend on a task. And if you find some routines don't work, reorganize the way you do things.

When you have your own set of routines, you will be focused. When your day is predictable, you don't waste time and energy thinking about what's next.

Being organized and saving time in this way means your day feels calmer. As doctor and science journalist Brad Brenner writes, routines help reduce stress. You're more efficient and you don't find that time runs out before you finish a task. As a result of being focused and calm, you have more time and energy to enjoy unplanned activities and not worry that there is something you've forgotten about.

So as you can see, routines let your life become more interesting, *not* more boring!

Grammar

Zero and first conditionals

1 Match the beginning of the sentences (1–7) with the endings (a–g). Then add a comma if necessary.

1 When I write to friends _____

2 If I get a text message from a number I don't recognize _____

3 I never start a text message with a greeting unless _____

4 As soon as I get a message from someone in my family _____

5 I write "Dear Sir or Madam" _____

6 If a company calls me _____

7 I don't open junk emails _____

a I always ask the person to repeat their name.

b I always put "Lots of love" at the end.

c I don't know the person well.

d I don't read it.

e I reply.

f in case they have a virus.

g when I send an email to a business.

LIVEWORKSHEETS

2 Circle the correct options to complete the paragraph.

My morning routine changes from day to day. I have more time on the weekends than during the week. [1]*If / Unless* it's a work day, I only have a quick breakfast—maybe just a cup of tea. I make toast [2]*as long as / as soon as* I have enough time. The weekends are more relaxed. I stay in bed late [3]*unless / when* I am going out with friends. I make a big pot of coffee, and [4]*as soon as / if* there's milk in the fridge, I use that for a homemade cappuccino. [5]*Unless / When* the weather is nice, I like to go outside. So [6]*as soon as / if* I finish my breakfast, I go for a walk around my neighborhood.

3 Complete the shoppers' comments about Buy Nothing Day to make sentences with the first conditional. Use the verbs in parentheses.

1 If you _____ (change) your routine for just one day, it _____ (be) easier to change in the future.

2 If we _____ (not / go) shopping tomorrow, we _____ (have) more time to be with our friends.

3 I _____ (take part in) Buy Nothing Day as soon as I _____ (have) everything I need.

4 Unless we _____ (keep) buying things, stores _____ (close).

5 _____ (keep) your credit card in case you really _____ (need) it.

6 If I _____ (not / spend) money today, I _____ (spend) it tomorrow.

7 I _____ (donate) some clothes to a charity as long as I _____ (can buy) one new thing first.

8 If you _____ (cut up) your credit cards, you _____ (be) sorry.

4 Complete the news item about working a four-day week with one word or expression in each space. In some spaces, there is more than one correct answer.

Multinational companies, including Unilever and Microsoft, are looking at the idea of a shorter working week. Many employees might worry that [1]_____ they only work for four days a week, the company will cut their pay. However, Unilever has said that all 81 of their New Zealand employees [2]_____ get the same pay while they work one day less in a year-long experiment. In another New Zealand company, Perpetual Guardian, the owner Andrew Barnes has suggested that [3]_____ an employee produces the work the contract asks for, he or she will receive what their contract says. Microsoft in Japan has found, in a similar experiment, that [4]_____ employees get the same pay for less time, they become more efficient.

There are some possible benefits for companies; for example, if a company changes to a shorter week, it [5]_____ be more attractive to new workers and it can choose the best people. On the other hand, [6]_____ every department of a company changes in the same way, the idea probably won't be a success.

Pronunciation

Saying words beginning with /p/, /b/, /k/, and /g/

1 4.1 Listen and circle the word you hear.

1	peach	beach	6	came	game
2	path	bath	7	cold	gold
3	pie	bye	8	could	good
4	pot	bought	9	cave	gave
5	pea	bee	10	coast	ghost

LIVEWORKSHEETS

Listening

1 4.3 Listen to three people talking about changing a habit. Write the speaker's name under the correct photo.

Asha Ramon Vijay

2 4.3 Listen to the three people again. Choose the correct answer (a–c).

1 What habit does Vijay want to change?
   a He wants to stop buying food that he can't eat.
   b He wants to stop eating when he doesn't need to.
   c He wants to stop throwing food away without eating it.

2 Why does Asha want to change?
   a She always does one new thing every week.
   b She doesn't have enough time to do everything.
   c She wants to do more things that she enjoys.

3 What method is Ramon using?
   a He's cutting up his credit cards.
   b He's saving a fixed amount every month.
   c He's trying a new system for a period of time.

3 4.4 Listen and complete the extracts with these words.

cashless economy	pleasure	savings
strategy	wandering	wasteful

a Well, firstly it's _____.

b So my _____ for change is telling everyone.

c …and _____ around stores for hours.

d …activities that don't give me any _____.

e …today's _____.

f …have some _____ at the end of every month.

Grammar

Quantifiers

1 Read the sentences. Underline the option that is not possible.

1 You're making lots of *changes / help / plans*!

2 I've done too much *exercise / kilometers / yoga* this week. Everything hurts.

3 Why do we need so much *money / tickets / time* for this trip?

4 I've never seen so many *cars / people / sand*!

5 It's so hot today. I've got too many *clothes / jewelry / things* on.

6 I had too little *facts / information / sleep* to make a good decision.

7 With a little bit of *ideas / organization / planning*, this project will be a success.

8 How many *days / help / suggestions* do we need?

LIVEWORKSHEETS

2 Complete the conversations (1–4) with these words. There is one extra word or expression in each case.

a tiny bit	enough	how much	so much

1 A: Just give me _____ of steak. I'm trying not to eat _____ meat.

B: Really? _____ do you eat?

a little bit	enough	more

2 A: According to this article, I don't have _____ vegetables in my diet.

B: Well, that's easy to change. Eat _____!

how many	plenty of	too much (x2)

3 A: Is it possible to drink _____ fruit juice?

B: Yes, I think so. We should eat _____ fruit, but you have to remember there's a lot of sugar in fruit and in juice. And _____ fruit can be bad for your stomach.

a little bit of	too little	too much

4 A: Milk is good for you, isn't it? I think I drink _____—I really don't like it.

B: Yeah, I can only have _____ it with cereal.

Vocabulary

Dependent prepositions

1 Circle the correct option to complete the sentences.

1 I'm feeling *enthusiastic about / guilty about* learning to rock climb—it's great fun!

2 After cycling so many kilometers, I'm *looking forward to / spending time on* a rest.

3 You have to *believe in / worry about* yourself to be successful.

4 I try to *feel enthusiastic about / spend time on* my homework every day—at least 10 minutes.

5 I want a job closer to home. I am *fed up with / feel proud of* the long train journey twice a day.

6 Don't *feel guilty about / look forward to* things that aren't your fault.

7 I'm *fed up with / worried about* my exam next week. I really need a good grade.

8 Did you *believe in / feel proud of* finishing the marathon?

9 Do you *commit to / reward yourself with* something nice after a day at work?

2 Complete the two conversations about a new apartment with these expressions.

believe in proud of spent a lot of time on	guilty about reward ourselves with

committed to fed up with worried about	enthusiastic about looking forward to

1 A: Do you think we'll finish painting this room by Friday? We've [1]_____ it already. I feel a bit [2]_____ taking another day off work.

B: Well, I [3]_____ taking my time and doing it well. I mean, we want to be [4]_____ it in the end.

A: Yes, I know, I agree. Well, let's aim for Friday and [5]_____ takeout food.

2 A: You don't sound very [6]_____ moving into your new apartment. Are you not [7]_____ it?

B: I am, but I feel a bit [8]_____ it. I don't know my new roommates very well. But I'm [9]_____ it now—I've paid the deposit.

A: And you're really [10]_____ your horrible old place!

LIVEWORKSHEETS

Writing

1 Read the notes from a flower shop owner for her assistant. It's the assistant's first day alone in the shop. Match the headings (1–4) with the notes (a–h).

1 *preparing the store*
_____

2 *preparing the plants*
_____

3 *sales*
_____

4 *orders*
_____

a *check change on cash sales*
b *hang "open" sign on door*
c *new orders—customer's phone number*
d *order problems—call me*
e *outside flowers need prices*
f *sales for gifts—wrapping paper, etc. in top drawer*
g *plug in computer so battery doesn't run out*
h *water plants—watering can in cabinet*

LIVEWORKSHEETS