

Preparation

Match the vocabulary with the correct definition and write a–h next to the numbers 1–8.

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|---------------------------|--|
| 1..... to go off | a. a device that makes a sound or shows you when a certain amount of time has passed |
| 2..... a timer | b. a student who gets the best marks at school |
| 3..... productivity | c. having good judgement or common sense |
| 4..... 'to-do' list | d. how much is being done or achieved |
| 5..... sensible | e. a list of things you need to do |
| 6..... an A-grade student | f. to start making a noise (as an alarm or signal) |
| 7..... to waste time | g. to earn or merit something because of what you have done |
| 8..... to deserve | h. to spend time doing something useless |

1. Check your understanding: true or false

Circle *True* or *False* for these sentences.

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|----|--|-------------|--------------|
| 1. | The Pomodoro Technique was invented in the 1980s. | <i>True</i> | <i>False</i> |
| 2. | Students and workers can use the technique. | <i>True</i> | <i>False</i> |
| 3. | The technique is a bit complicated to use. | <i>True</i> | <i>False</i> |
| 4. | You need to break down your tasks into smaller sections. | <i>True</i> | <i>False</i> |
| 5. | Each break is called a 'pomodoro'. | <i>True</i> | <i>False</i> |
| 6. | Peter uses an app on his mobile to time himself. | <i>True</i> | <i>False</i> |
| 7. | After four or five short breaks you can have a longer break. | <i>True</i> | <i>False</i> |
| 8. | Peter takes less time to do his homework these days. | <i>True</i> | <i>False</i> |

2. Check your understanding: gap fill

Complete the sentences with a word from the box.

list	breaks	productivity	five
item	timer	task	time

The Pomodoro Technique is designed to help people work effectively and avoid wasting

¹ _____. It helps you to get the maximum ² _____ in the time you have. First you have to break down each ³ _____ into steps. Then you use a ⁴ _____ to organise your time into intensive work and ⁵ _____. You write a list of the things you need to do, set the timer to twenty-five minutes and start working on the first ⁶ _____ on your list. When the timer goes off you stop work for ⁷ _____ minutes. Then you repeat these steps four or five times, ticking off items on your ⁸ _____ as you finish them. After a few short breaks you can take a longer break.

3. Check your vocabulary: gap fill

Complete the sentences with the correct form of the word in brackets.

1. It is important to find the most _____ way of working. (effect)
2. We can be more _____ if we work together as a team. (product)
3. Do you think that is a _____ idea? (sense)
4. I keep all my notes in _____ folders. (separation)
5. You can use a _____ to help you cook the perfect boiled egg. (time)
6. You will feel really _____ when you finish. (satisfaction)
7. It isn't a very _____ time to wait. (length)
8. The Pomodoro Technique is a system to help you _____ your time. (management)