

VOCABULARY

ORGANISATION

1 A Match 1–5 with a)–e) to make sentences.

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|---|---|
| 1 Will you be able to meet | a) started and open the meeting? |
| 2 Well I'm ready! Shall we get | b) distracted when he's doing his homework. |
| 3 Do you think she's going to put things | c) off? She already has a lot of work to do. |
| 4 My son always gets | d) wisely and check my luggage while I'm waiting for the taxi. |
| 5 I'm going to use my time | e) the deadline on this job or will you be late? |

B Match the sentences in Exercise 1A with the responses below. Complete the responses with the words in the box.

ahead prioritising multitasking leave waste

- 1 Don't worry. I'll finish. I don't usually _____ time.
- 2 Tell him to finish it all _____ of time and then it won't be such a problem.
- 3 I don't think so. She probably wants to get it done fast and she is pretty good at _____.
- 4 Good idea as we have limited time. I'd like to start by _____ our most important tasks.
- 5 Yes, better not to _____ things to the last minute or you'll miss your flight.