Date : Wednesday, 29th December 2021.

Name :

English : Match

Passage 11

Few devices save more minutes--or waste so many more--than the telephone. To discourage callers who don't know when it's time to__1__ the phone, R. Alec MacKenzie, author of New Time Management Methods, suggest __2__ a time limit, then signaling the __3__ of your conversation with a phrase such as "Before we hang up....." You can __4__ even more time by not taking every __5__ call. Before you make a __ 6 __, keep its purpose clear. If you need to __7__ more than one subject, __ 8__ them down then stay on track. Busy people appreciate __9__. Keep a record of when people you call regularly are __10__ busy and call them at those times. Even better, make appointments to call important contacts.

1. a. pick up	b. wait by	c. turn off	d. get off
2. a. pushing	b. setting	c. lowering	d. exceeding
3. a. purpose	b. reason	c. end	d. topic
4. a. save	b. allow	c. waste	d. spend
5. a. outgoing	b. incoming	c. official	d. anonymous
6. a. call	b. suggestion	c. change	d. decision
7. a. find	b. examine	c. cover	d. receive
8. a. jot	b. put	c. let	d. cool
9. a. conversations	b. entertainment	c. qualities	d. directness
10. a. particularly	b. constantly	c. often	d. least

LIVEWORKSHEETS