



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