

Adverb Clauses of Time- Using When

Tips for Managing Your Time

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Example:

1. You have many things to do. Make a to-do list.

When you have many things to do, make a to-do list

Complete the sentences by putting the right clause in the right place.

Make sure to figure out which action is 1st and which is 2nd.

2. You have a deadline. Write it on your calendar.

When _____,

3. Don't let people interrupt you. You need to concentrate.

_____ when _____

4. You want to focus on a task. Turn off the television.

When _____,

5. You feel tired. Take a break.

When _____,

6. Give yourself a reward. You finish something difficult.

_____ when _____

7. Don't procrastinate. You have a deadline.

_____ when _____

8. You are tired. Don't do difficult tasks.

When _____,

Make sentences. Match the sentence parts.

1. When I need to concentrate, b

a. I don't procrastinate.

2. When I feel tired,

b. I turn off the TV.

3. When I have a deadline,

c. I use a dictionary.

4. When I don't understand a grammar question,

d. I make a to-do list.

5. When I don't understand a word,

e. I take a break.

6. When I have many tasks to do,

f. I ask my teacher.