

LISTENING PART 4

MULTIPLE CHOICE

You will hear part of a radio interview with Susan Patterson, an expert in time management. For questions 1-7, choose the best answer (A, B or C)

1) Why did Susan become interested in time management?

- A) Her boss became frustrated with her for being disorganised.
- B) She found it difficult to combine a career and children.
- C) She realised other people fitted more into their day than her.

2) What does Susan say you should do if you organise a meeting?

- A) Be prepared in case it finishes late.
- B) Make sure it starts and finishes on time.
- C) Finish the meeting early if you have another appointment.

3) When Susan made a mistake with some figures, she

- A) spent all day worrying about telling the client.
- B) was glad she told the client straight away.
- C) asked her boss to tell the client.

4) What problem did Susan have with a junior member of staff?

- A) She did not use to work very hard.
- B) She took too many breaks.
- C) She was not always efficient at her job.

5) When Susan had to work on a big tax case, she

- A) did not complete the case on time.
- B) worked on the case little by little.
- C) got other team members to help her.

6) What does Susan sometimes prefer to do?

- A) work outside the office.
- B) get things finished before leaving the office.
- C) arrive at work earlier than usual

7) Why did Susan's boss get annoyed with her?

- A) She did not meet an important deadline.
- B) She did not write a proposal correctly.
- C) She did not follow her schedule.