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.

LIVEWORKSHEETS

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.

LIVEWORKSHEETS

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.

LIVEWORKSHEETS