

## TAPESCRIP FOR LISTENING

1. You'll find it 1.\_\_\_\_\_ to complete your work and communicate with others if you have good 2.\_\_\_\_\_. You should be able to type 3.\_\_\_\_\_ 25-30 words a minute. It's much easier to type on a keyboard than on a 4.\_\_\_\_\_. You can find 5.\_\_\_\_\_ to improve your typing speed online.

2. Plan 6.\_\_\_\_\_ for yourself, after you've completed 7.\_\_\_\_\_ tasks. Rewards send positive messages to your brain, so this will actually help you 8.\_\_\_\_\_. Rewards could be a special snack or drink, an activity or time with family and friends.

3. 9.\_\_\_\_\_ big tasks into smaller ones. Use 10.\_\_\_\_\_ and tell yourself you will focus on a difficult task for just 15 minutes. After 15 minutes, take a break for a few minutes. Keep working for 11.\_\_\_\_\_ of 15 minutes until you've found the motivation to continue for longer or until you have completed the task. This is called the 12.\_\_\_\_\_.