READING

Are you a planner or a procrastinator?



Do you plan your day or do you prefer to see what happens? A planner will spend the night before work making lists, prioritising, and making sure everything is under control. They arrive early and get started on their first task. A procrastinator, on the other hand, is more likely to arrive at work just in time, with a coffee and breakfast in their hand and a stressed look on their face.

When you have a job to do, or you need to **meet a deadline**, do you:

1. generally **do things ahead of time** or **leave things until the last minute**?
2. prefer to **get started** on a difficult job or **put off** doing difficult jobs until later?
3. tend to **get distracted** easily and **waste time** or do you **use your time wisely** and **get things done**?
4. write to-do lists and **prioritise tasks** or do you prefer to **multitask**?

1– Read the title and try to elicit what is the article going to be about.

2– Read the article and do the questionnaire.

3– Find phrases in bold to match the definitions:

A- not pay attention to the things you are supposed to be doing .
B- delay (a job).
C- spend time doing things that aren't important.
D-put jobs in order of which is most important.
E- do lots of different jobs at the same time.
F- complete tasks.
G- do jobs just before the time they need to be done.
H- do things in advanced.
I- begin a job.

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SPEAKING

4– Answer the questions

A- When was the last time you left something until the last minute?
B- Can you think of a job that you have put off for a while?
C- What do you get distracted by when you're working ? How do you try to avoid distractions?
D- Do you think it's a good idea to write to-do lists?

LISTENING

5– Listen to three people talking about the questionnaire. Which of the following topics do they not talk about?

Making plans arrangements for tonight

holidays writing lists work

6–Can you complete these sentences from the listening?

A- You generally like to do things ahead of _____.
B-It's the only way to get _____ done.
C- You might need to change your _____ so why bother making plans in the first place?
D- I much prefer to _____ and see what happens.
E- This evening a _____ of mine's coming over.
F- I'm going to try out a new _____ recipe.
G-I'll see how I _____. I might go out, or I might just stay at home and _____.
H- I do get jobs done , but I never get started _____ away

Who would you prefer to work with: Laurie, Kenna or Javier? Why?

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7. Read the conversation and complete the rules

Kenna: This evening a friend of mine's coming over. We're eating at my house – I'm going to try out a new pasta recipe. And then we're going to the cinema to see that new Argentinian film.

Laurie: Javier?

Javier: Uhhh … I don't really know. I'll see how I feel. I might go out, or I might just stay at home and relax. I told you, I really don't like to plan.

RULES

1 Use present continuous to talk about plans or arrangements which have already been made, e.g. *A friend of mine is coming over.*
2 Use *going to* + infinitive without *to* to talk about a plan or intention. You have decided that you want to do this, but you may not have made the arrangements,
e.g. _____
3 Use *might* + infinitive without *to* when you are undecided or not sure what the plan is,
e.g. _____
4 Use *will* + infinitive without *to*, to talk about the future when you have no specific plan, or you make the decision at the time of speaking, e.g. _____

8.Choose the correct alternative to complete the conversation

Pete: Hey Dax. What [1]*are you two doing/will you two do* on Saturday night?

Dax: I don't know. We [2]*might/will* go to the Death City Dread concert. What about you?

Pete: [3]*I'll have/I'm going to have* a bit of a party. My parents [4]*are going/will go* away for the weekend, so I've asked a few people to come over to my place. Kris [5]*will bring/is bringing* his DJ equipment round, so [6]*we're having/ we'll have* music. And everyone [7]*is going to bring/might bring* some food and drink. Euan [8]*will come/is coming* with a few friends. Do you think you can make it?

Dax: It sounds great. [9]*I'm going to text/I'll text* Leyla to ask her what she thinks. Then [10]*I'm calling/ I'll call* you back to let you know. Is that OK?

Pete: That's fine. [11]*I'll speak/I'm going to speak* to you later. Bye.

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