

Exercise 13. Read the passage and choose the correct option to fill in the blank.

It's not easy to manage school and life, but with some good time (1) _____ techniques, it's possible to (2) _____ a study-life balance. Here are some tips for secondary-school students. Firstly, (3) _____ a schedule. Plan your week in advance, allocating specific times for studying, attending classes, and doing homework. You should also include breaks and time for (4) _____ or hobbies. Secondly, learn to prioritise. You should identify the most important tasks and focus on those first. If necessary, you can (5) _____ less urgent activities until you've finished your important tasks. Remember that it's okay to say no sometimes if you feel overwhelmed. Thirdly, take (6) _____ of any free time during the day. For example, you can use long bus journeys to read or review notes. It is also (7) _____ to get small tasks done during short breaks between classes. Finally, don't be too (8) _____ on yourself if you can't do everything perfectly. It's normal to occasionally feel (9) _____ out. In these situations, you can consider talking to a teacher or school (10) _____ for support.

1. A. limitation	B. period	C. management	D. awareness
2. A. achieve	B. provide	C. collect	D. contain
3. A. give	B. make	C. work	D. hold
4. A. communication	B. relaxation	C. education	D. application
5. A. create	B. finish	C. delay	D. complete
6. A. advantage	B. action	C. responsibility	D. moment
7. A. advise	B. advice	C. advising	D. advisable
8. A. simple	B. hard	C. strong	D. wise
9. A. stressed	B. nervous	C. anxious	D. negative
10. A. manager	B. counsellor	C. collector	D. developer

Exercise 14. Read the text carefully, then do the tasks.**HOW TO MANAGE YOUR TIME**

Balance is key for Mary, a busy teenager. She uses an app to stay organized with her assignments and deadlines; the app helps her receive reminders to ensure she doesn't forget anything. Mary also makes a daily to-do list to help her stay



focused and motivated. She's mindful of not spending too much time on online social media, limiting her usage to an hour each day to avoid wasting her time. On weekends, Mary enjoys relaxing and socializing with friends, going to the cinema, shopping, or just hanging out. She also does some volunteer work at a local charity, which provides valuable academic experience and looks great on her CV.

James, an adult working a nine-to-five job, is also aware of the importance of time management. He starts his day by making a to-do list, prioritizing the most urgent or difficult tasks first when he has the most energy. To avoid distractions, James turns off email and social media notifications on his phone and closes his office door, allowing him to concentrate. On the day when he must work overtime, he quickly rearranges his tasks and makes sure everything gets completed on time. When at home, James spends his quality time with his family, playing games or going to the park with his two young children. James and his wife share the housework, taking turns cooking and cleaning, ensuring a great work-life balance. In his free time, James keeps fit by playing football with friends and going to the gym, which helps him relax and clear his mind.

A. Decide whether the following statements are True (T) or False (F).

No.	Statements	T or F
1.	Mary has a friend to remind her of the assignments and deadlines.	
2.	Mary often spends excessive time on online social media.	
3.	Mary spends all her free time volunteering at a local charity.	
4.	On the day James works overtime, he can't finish all the tasks on time.	
5.	James and his wife divide their housework.	
6.	Going to the gym helps James keep fit and relax.	

B. Decide who does the following things to manage their time.

No.	Who...?	Mary	James	Both
1.	volunteers to gain more experience			
2.	creates a to-do list to plan their day			
3.	manages time by using an organizing app			

4.	relaxes by playing sports			
5.	thinks that social media can be distracting and waste their time			
6.	shares household chores with a partner			

Exercise 15. Write the correct sentences using the suggested words. Use first conditional sentences with modal verbs. Number 0 is an example.

0. *Lan / make / delicious / dish / she / follow / recipe. (can)*

→ *Lan can make a delicious dish if she follows the recipe.*

1. *your classmate/ want/ sleep/ early/ he/ make/ schedule. (should)*

→ _____

2. *you/ want/ take/ part/ contest/ you/ fill/ this form. (must)*

→ _____

3. *your brother/ get/ tired/ tomorrow/ he/ stay up late/ tonight. (might)*

→ _____

4. *it/ rain/ tomorrow/ we/ have/ delay/ meeting. (may)*

→ _____

5. *you/ finish/ test/ you/ hand/ it/ and/ leave/ home/ immediately. (can)*

→ _____

6. *Linda/ win/ contest/ she/ have/ enough money/ go travelling/ Europe. (might)*

→ _____

7. *you/ attend/ formal/ event/ you/ dress/ appropriate/ and/ behave/ polite. (should)*

→ _____

8. *they/ want/ win/ competition/ they/ give/ best/ performance. (must)*

→ _____

Exercise 16. Reorder the words to make a correct sentence.

1. shouldn't/ visit/ the/ If/ park,/ a/ national/ you/ feed/ you/ wildlife./

→ _____

2. medical/ you/ you're/ advice./ consider/ should/ unwell,/ seeking/ If/ feeling/

→ _____

3. have/ due/ it/ trouble/ might/ or/ to/ If/ you/ be/ allergies/ breathing,/ asthma./

→ _____

4. more/ you/ practise/ posture,/ confident./ good/ appear/ If/ you/ can/

→ _____

5. smile./ If/ teeth/ your/ have/ regularly,/ you/ may/ you/ a/ brush/ brighter/

→ _____

6. If/ must/ have/ a/ question,/ you/ and/ raise/ hand/ ask/ you/ your/ the/ teacher./

→ _____

7. If/ you/ license./ car,/ you/ have/ drive/ must/ a/ a/ to/ driver's/ want/

→ _____

8. you/ have/ shouldn't/ money,/ If/ it/ you/ don't/ spend/ much/ on/ unnecessary/ things./

→ _____