

## VOCABULARY

### a. Match the words to the definitions

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|--------------------|---|---|
| 1. budgeting       | • | • a. help someone remember something that they must do                            |
| 2. society         | • | • b. a group of people who join together to share a hobby or interest             |
| 3. deadlines       | • | • c. the ability to use your time effectively or productively, especially at work |
| 4. remind          | • | • d. the making and following of a plan for spending your money                   |
| 5. time management | • | • e. points in time that tasks must be finished by                                |

1.	2.	3.	4.	5.
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### b. Fill in the blanks with the words from Task a.

1. I have a few \_\_\_\_\_ for my school work this week, so I can't go out with my friends.
2. If you often hand in homework late, you should improve your \_\_\_\_\_ skills.
3. I'm going to bake a pie tomorrow. Please \_\_\_\_\_ me to buy some butter on my way home.
4. I'm meeting the school's film \_\_\_\_\_ tomorrow. We are going to discuss a new movie.
5. My brother never saves any money. He needs to improve his \_\_\_\_\_ skills.

## LISTENING

### a. Listen to two first-year university students talking and fill in the gaps.

**Matt:** Hey, Joe, are you coming to the Film Society 1 \_\_\_\_\_?

**Joe:** Hi, Matt. I can't, because my essay deadline is 2 \_\_\_\_\_, and I haven't finished it yet. I'm not good at finishing things on time.

**Matt:** Why don't you buy a 3 \_\_\_\_\_ and write your deadlines on it then you can always see what needs to be finished and have enough time to do it?

**Joe:** Yes, that's a good idea. Do you have any other 4 \_\_\_\_\_?

**Matt:** I wrote notes and stuck them on my door and my 5 \_\_\_\_\_ mirror. When you see notes all around, it's hard to 6 \_\_\_\_\_ what to do.

**Joe:** Okay. No sudden door mirror.

**Matt:** Another thing I do is I have an 7 \_\_\_\_\_ that reminds me a few days before each essay 8 \_\_\_\_\_. That way, I always have enough time to finish it. Why don't you do that too?

**Joe:** I don't think so. I don't 9 \_\_\_\_\_ things very well. And if I turn off the alarm, I'll forget the deadline too.

**Matt:** Okay, then I guess you should get a calendar and some notes. Oh, and 10 \_\_\_\_\_ on only one thing at a time. I used to try to do many things all at once and couldn't finish anything in the end.

**Joe:** Good idea. I'll try to remember that. Thanks.

**Matt:** You're welcome.

**b. Now, listen and answer the questions.**

1. What must Jill do tonight?
2. What did Matt suggest Jill buy?
3. Where does Matt put his notes?
4. What does Matt use to remind himself a few days before deadlines?
5. What's Matt's last tip for Jill?