

## Preparation

Match the vocabulary with the correct definition and write a–h next to the numbers 1–8.

- |                           |  |
|---------------------------|--|
| 1..... to go off          | a. a device that makes a sound or shows you when a certain amount of time has passed |
| 2..... a timer            | b. a student who gets the best marks at school                                       |
| 3..... productivity       | c. having good judgement or common sense   |
| 4..... 'to-do' list       | d. how much is being done or achieved  |
| 5..... sensible           | e. a list of things you need to do   |
| 6..... an A-grade student | f. to start making a noise (as an alarm or signal)                                   |
| 7..... to waste time      | g. to earn or merit something because of what you have done                          |
| 8..... to deserve         | h. to spend time doing something useless   |

## 1. Check your understanding: true or false

Circle *True* or *False* for these sentences.

- |    |  |             |              |
|----|--|-------------|--------------|
| 1. | The Pomodoro Technique was invented in the 1980s.            | <i>True</i> | <i>False</i> |
| 2. | Students and workers can use the technique.                  | <i>True</i> | <i>False</i> |
| 3. | The technique is a bit complicated to use.                   | <i>True</i> | <i>False</i> |
| 4. | You need to break down your tasks into smaller sections.     | <i>True</i> | <i>False</i> |
| 5. | Each break is called a 'pomodoro'.                           | <i>True</i> | <i>False</i> |
| 6. | Peter uses an app on his mobile to time himself.             | <i>True</i> | <i>False</i> |
| 7. | After four or five short breaks you can have a longer break. | <i>True</i> | <i>False</i> |
| 8. | Peter takes less time to do his homework these days.         | <i>True</i> | <i>False</i> |

## 2. Check your understanding: gap fill

Complete the sentences with a word from the box.

list	breaks	productivity	five
item	timer	task	time

The Pomodoro Technique is designed to help people work effectively and avoid wasting

<sup>1</sup> \_\_\_\_\_. It helps you to get the maximum <sup>2</sup> \_\_\_\_\_ in the time you have. First you have to break down each <sup>3</sup> \_\_\_\_\_ into steps. Then you use a <sup>4</sup> \_\_\_\_\_ to organise your time into intensive work and <sup>5</sup> \_\_\_\_\_. You write a list of the things you need to do, set the timer to twenty-five minutes and start working on the first <sup>6</sup> \_\_\_\_\_ on your list. When the timer goes off you stop work for <sup>7</sup> \_\_\_\_\_ minutes. Then you repeat these steps four or five times, ticking off items on your <sup>8</sup> \_\_\_\_\_ as you finish them. After a few short breaks you can take a longer break.

## 3. Check your vocabulary: gap fill

Complete the sentences with the correct form of the word in brackets.

1. It is important to find the most \_\_\_\_\_ way of working. (effect)
2. We can be more \_\_\_\_\_ if we work together as a team. (product)
3. Do you think that is a \_\_\_\_\_ idea? (sense)
4. I keep all my notes in \_\_\_\_\_ folders. (separation)
5. You can use a \_\_\_\_\_ to help you cook the perfect boiled egg. (time)
6. You will feel really \_\_\_\_\_ when you finish. (satisfaction)
7. It isn't a very \_\_\_\_\_ time to wait. (length)
8. The Pomodoro Technique is a system to help you \_\_\_\_\_ your time. (management)