

Adverb Clauses of Time- Using When

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Tips for Managing Your Time

Example:

1. You have many things to do. Make a to-do list.

When you have many things to do, make a to-do list

Complete the sentences by putting the right clause in the right place.

Make sure to figure out which action is 1st and which is 2nd.

2. You have a deadline. Write it on your calendar.

When _____, _____

3. Don't let people interrupt you. You need to concentrate.

_____ when _____

4. You want to focus on a task. Turn off the television.

When _____, _____

5. You feel tired. Take a break.

When _____, _____

6. Give yourself a reward. You finish something difficult.

_____ when _____

7. Don't procrastinate. You have a deadline.

_____ when _____

8. You are tired. Don't do difficult tasks.

When _____, _____

Make sentences. Match the sentence parts.

1. When I need to concentrate, b

2. When I feel tired, _____

3. When I have a deadline, _____

4. When I don't understand a grammar question, _____

5. When I don't understand a word, _____

6. When I have many tasks to do, _____

a. I don't procrastinate.

b. I turn off the TV.

c. I use a dictionary.

d. I make a to-do list.

e. I take a break.

f. I ask my teacher.