

11.2) ONE THING AT A TIME

G adverbs of manner
P sentence stress: adverbs
V communication

Are you a multi-tasker?

I had lunch with a friend yesterday. In one hour, she answered three text messages, had two short phone conversations, checked her email, ordered her food, ate it and paid for it. And in that one hour, she and I didn't stop talking for more than a few seconds.

My friend is a typical multi-tasker, and maybe you are too. Multi-tasking – doing two or more tasks at the same time – is normal for many people. But it's not good for you.



READING

A Work in pairs. Look at the photo and answer the questions.

- 1 What does a multi-tasker do?
- 2 Are you a multi-tasker?
- 3 How many different tasks can you do at one time?

How many different tasks did the writer's friend do?

Tell about three ways that multi-tasking is bad for you.

What happens when you multi-task?

- 1 You think you work quickly, but in fact you work slowly. Multi-taskers do less work in an eight-hour day than non-multi-taskers.
- 2 Your memory gets worse. You forget names and numbers. You can't remember normal things easily, for example your bank PIN number.
- 3 You eat very fast, and you eat too much. You don't think about your food when you're eating.
- 4 You have problems with friends and loved ones. You don't listen to them carefully, and they feel this.
- 5 You do some tasks badly. You make mistakes because you are doing two things at the same time.
- 6 Finally – and this is the big one – your stress levels go up, and that's the biggest problem.

What can you do about it?

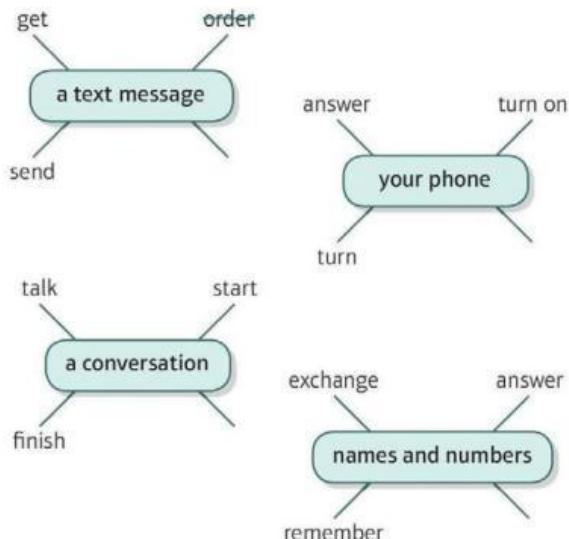
It's very easy: Do one thing at a time. When you eat, eat. When you read, read. And when you talk to a friend, only talk – and listen.

Remember my friend? Next week we're going to meet in the park, turn off our phones, have no food or drink, and just talk and listen. That's my plan – SHE doesn't know it yet. I'll let you know what happens.

VOCABULARY

COMMUNICATION

Find one more word in the text for each expression



C Work alone. Choose a verb from Exercise 2A to complete the questions.

- 1 How often do you _____ texts?
- 2 Do you always _____ a text straightaway?
- 3 Do you _____ your phone at night?
- 4 Is it easy for you to _____ a conversation in English?
- 5 Do you ever _____ someone's name?
- 6 Is it difficult for you to _____ phone numbers?

GRAMMAR

ADVERBS

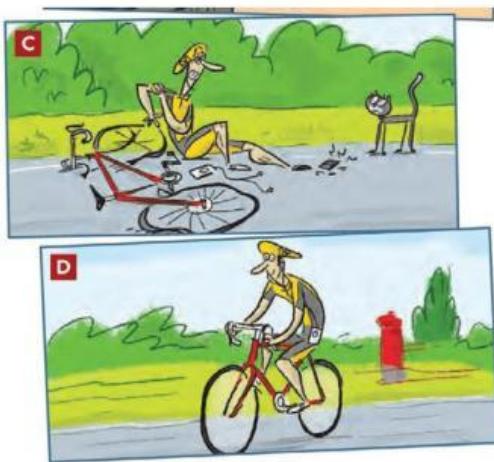
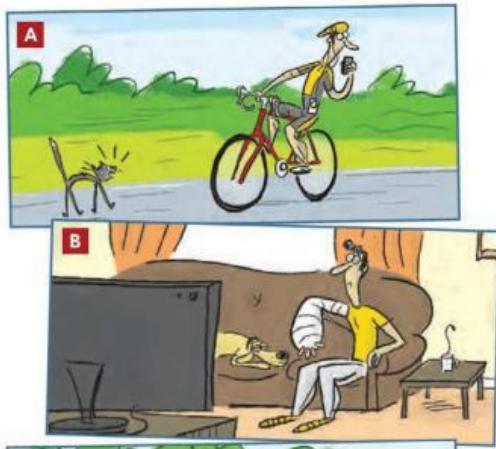
B Complete the table. Use the reading text in Exercise 1C to help.

Adjective	Adverb
slow	<i>slowly</i>
quick	
fast	
bad	
careful	
easy	

A Complete the sentences and make them true for you. Use the correct form (adjective or adverb) of one of the words in brackets.

- 1 I like it when the teacher speaks slowly.
(quick/slow)
- 2 It's _____ for me to remember new words in English. (easy/hard)
- 3 I think I speak English _____. (good/bad)
- 4 I've got a _____ memory. (good/bad)
- 5 When I have lunch or dinner, I usually eat _____.
(fast/slow)
- 6 I think I usually eat _____. (healthy/unhealthy)
- 7 I can't study when it's _____. (quiet/noisy)
- 8 I usually get to work/school _____. (late/early)

A Look at pictures A–D. What do you think happened? Put them in the correct order. Use the prompts 1–4 to help.



- 1 Saturday / Ken / get up / have breakfast / get on / bike.
- 2 he / ride / down the road / not / look / ahead. / cat / run / in front / him.
- 3 he / fall off / bike / break / arm.
- 4 evening / he / sit / home / with / broken arm.

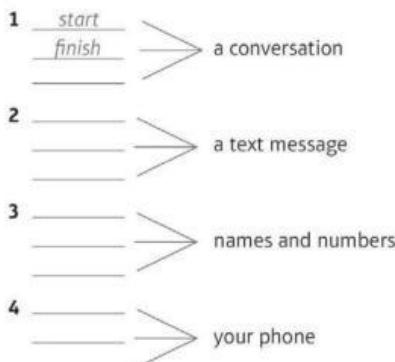
B Use the prompts to write the story. Remember to use linkers.

1 *On Saturday, Ken got up, had breakfast and ...*

VOCABULARY COMMUNICATION

A Complete the diagrams with the verbs in the box.

start finish forget get send have answer (x2)
turn on exchange remember turn off



B Complete the sentences with the verbs in Exercise 1A.

- Sorry, I have to go now. Can we finish the conversation now and talk again later?
- I'll send you a text message when I get home.
- I'm sorry, I don't remember your name – I've got a terrible memory.
- Please answer your phone. The play is starting.
- I can't turn on his text message now – I'm busy. I'll do it later.
- Good to see you again! Let's exchange numbers so we can talk again soon.
- The two of you need to start a conversation – you should talk about this.
- Please turn off your phone – it's ringing, again! And tell your friend that you are in a meeting and can't talk right now!
- I always forget my mobile number. I have to write it down.
- I didn't want to talk about this. I didn't answer the conversation – you did.
- The play's over – you can get your phone now.
- When did you send this text message from Ewan? What does it say?



A 11.2 Listen to a radio programme about time management. Number the problems in the order you hear about them.

multi-tasking
forgetting things you have to do
staying late to finish work
doing what you like doing first
starting work without planning
keeping two or three lists of things to do

1 d

B Listen again and match the problems in Exercise 2A with solutions a)–f).

- Write a to-do list.
- Do one thing, then do another thing.
- Don't try to finish something if you are tired.
- Make time to plan your day and week.
- Make only one list.
- Put the important things at the top of your list.

GRAMMAR ADVERBS OF MANNER

3 Underline the correct alternative.

- 1 A: Your mum drives really *slow/slowly*.
B: Yes, well you know that *slow/slowly* drivers don't have many accidents.
- 2 A: Jeff is quite *lazy/lazily* about doing tasks around the house.
B: That's true, he does them *lazy/lazily*, but he does them in the end!
- 3 A: The teacher talks very *quiet/quietly*.
B: Yes, and the students aren't *quiet/quietly*, so it's difficult to hear.
- 4 A: I found the shop *easy/easily*, thanks to your clear directions.
B: Well, in fact, it's rather *easy/easily* to find.
- 5 A: Our team played *bad/badly* and we lost the match.
B: That's surprising, I thought the other team was *bad/badly*.
- 6 A: You're so *energetic/energetically* when you get up in the morning. How do you do it?
B: I read somewhere that if you get up *energetic/energetically*, you'll feel good all day.
- 7 A: You came in rather *noisy/noisily* last night.
B: Sorry, I didn't mean to be so *noisy/noisily*.
- 8 A: This exercise isn't very *hard/hardly*.
B: No? Well, work *hard/hardly* to the end because the second part is difficult.

A Complete the sentences with adverbs formed from the adjectives in brackets.

- 1 You have to drive carefully (*careful*) and (*safe*). You can't drive (*dangerous*) or (*fast*).
- 2 You have to work very (*hard*) and often very (*late*) at night but you get long summer holidays. You don't have to speak (*loud*), but it helps.
- 3 You should eat (*healthy*) and go to bed (*early*). You don't have to walk or run (*fast*), but you have to see (*clear*).
- 4 You don't have to read music (*perfect*), but it helps. You have to sing (*good*), but you don't have to sing (*loud*).