

Read the text and do the tasks below:

Tip 1: _____

It's so easy to make excuses and find ways to avoid the thing you know you should be doing. Experts advise us to break this habit by becoming aware of our own excuses. The 'right time' to do something never arrives: the best time to do something is usually now. Once you've got started, you'll probably find that it wasn't as hard as **you** thought.

Tip 2: _____

It's important to make yourself a 'to do' list or exam revision timetable, but remember that listing things isn't the same as doing **them** (see Tip 1!). Once you've worked out what needs to be done, decide which tasks have the highest priority and which can be left till later.

Tip 3: _____

You can't always make your brain work 'on demand'. Don't spend too long on one task, and learn to recognise when you're slowing down. Divide large tasks into smaller parts **that** are easier to manage, and reward yourself for completing them by doing something fun.

Tip 4: _____

Even if you're under stress, there's no point making yourself ill – that will just make the pressure worse. Make sure you remember to eat regularly and healthily, and, even though **it** may be hard, try to get enough sleep.

1. Match the following titles with the tips above:

- a. First things first b. One step at a time
c. Just do it d. Look after yourself

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English 4 Tawjehe

(4 points)

2. Answer the following questions:

(4 points)

1. What do experts advise us to do in order to break the habit of making excuses?

2. What should you take into consideration when working out what needs to be done?

3. How should you look after yourself when you are under stress?

a. _____ b. _____

3. Decide whether each of the following is True or False:

(6 points)

1. The best time to do something is when the 'right time' arrives to do it. ()
2. It is advisable to spend too much time on one task. ()
3. Dividing large tasks helps in achieving them more easily. ()
4. It's easy to get enough sleep when you are under stress. ()

4. Complete the following sentence:

(3 points)

After completing large tasks, you should by

.....

5. What do the following pronouns refer to:

(4 points)

1. you (Tip 1):
2. them (Tip 2):
3. that (Tip 3):
4. it (Tip 4):

6. Decide which tip is the best for each student:

(4 points)

	Students' comments	Tip
a	There's so much to do that it gets confusing and I don't know where to start.	
b	I sometimes think it's all too hard and want to give up.	
c	I get worried and my head starts hurting.	
d	I always seem to find other things to do and time just runs out.	