Transcript for **Stop wasting time**

Tom:	I don't know what to do. I start off studying but I always end up doing something else.
Mum:	I'll help you but please listen to me.
Tom:	Of course! Go on!
Mum:	Now first, you need to take away all of the things that stop you working.
Tom:	What do you mean?
Mum:	First, turn off your music. Music doesn't help you study.
Tom:	OK. No music.
Mum:	And put the dog outside!
Tom:	What?
Mum:	Well, every time the dog goes into your room, you stop studying to pat it. Spot stops you working!
Tom:	OK. Bye, Spot!
Mum:	Have an apple and a glass of water on your desk before you start. Here you are.
Tom:	Why?
Mum:	Because then you don't need to go to the kitchen for something to eat or drink.
Tom:	OK.
Mum:	Turn off your phone.
Tom:	No way!
Mum:	Yes. It stops you working. If you turn it off, it's easier to concentrate. You can read your messages later.
Tom:	OK, but I can't turn off the internet on my computer. I need it to look up information.
Mum:	OK, but you can turn off your instant messages.
Tom:	I know! Mum?
Mum:	Yes?
Tom:	Thanks.

LIVEWORKSHEETS

Listen to the conversation about how to study better and do the exercises to practise and improve your listening skills.

Preparation

Fill the gaps with the verbs from the box.

need	waste	start off
end up	turn off	look up

1. When you need to study, you don't want to _____ time.

2. It's easy to _____ working well but _____ doing something else.

3. It's a good idea to _____ your music.

4. You can use the internet to _____ information.

5. Make sure you have everything you _____ before you start.

1. Check your understanding: reordering

Write a number (1–6) to put these tips in the order that you hear them.

…………	Turn off your music.
…………	Take away the things that stop you working.
…………	Turn off your phone.
…………	Have something to eat and drink on your desk.
…………	Put your pet outside.
…………	Turn off your instant messages.