Listening skills practice: Organising your time – exercises

Listen to the radio interview about the Pomodoro Technique and do the exercises to practise and improve your listening skills.

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

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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 [1.]_____. It helps you to get the maximum [2.]_____ in the time you have. First you have to break down each [3.]_____ into steps. Then you use a [4.]_____ to organise your time into intensive work and [5.]_____. You write a list of the things you need to do, set the timer to twenty-five minutes and start working on the first [6.]_____ on your list. When the timer goes off you stop work for [7.]_____ minutes. Then you repeat these steps four or five times, ticking off items on your [8.]_____ 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)

Discussion
Do you think the Pomodoro Technique sounds like a good idea?

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