

Unit 2

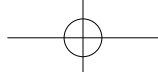
Time Management



Listening

Task 1 Listen to the questions or statements and choose the best responses.

- A. Relax. It'll be fine.
B. Thanks. It's my honour.
C. OK. It'll begin at 2:30 pm.
- A. No problem.
B. Take it easy.
C. You're welcome.
- A. I really like your report.
B. Please print the report out.
C. There's nothing to worry about.
- A. Well, I heard it's very good.
B. Sure, let me explain it to you.
C. I don't know.
- A. I have a deadline coming up.
B. I think you need to make a to-do list, too.
C. It means to make a list of all the tasks you need to do.



Unit 2

Task 2 Listen to the conversations and choose the best answer to each question.

Conversation ①

6. A. College is a place for fun.
 B. College is a place full of stress.
 C. College is a place to get a degree.
 D. College is a place to make friends.
7. A. Attending classes on time.
 B. Keeping up with the assignment.
 C. Getting 15 credits within one semester.
 D. Arranging various activities reasonably.

Conversation ②

8. A. Short of funds.
 B. Careless employees.
 C. Ineffective time management.
 D. Lack of advanced technology.
9. A. Employing more employees.
 B. Conducting relevant training.
 C. Developing new products.
 D. Introducing advanced technology.
10. A. Relying on experts from outside.
 B. Being clear about their job duties.
 C. Focusing on what they are responsible for.
 D. Realising the importance of time management.

Task 3 Listen to the passage and complete the following notes with no more than 3 words for each blank.

Notes

Topic: Advice on how to **11.** _____ time effectively

Advice 1: Understand what exactly you need to accomplish by setting a(n) **12.** _____

Advice 2: **13.** _____ your tasks in terms of importance and urgency

Advice 3: **14.** _____ and do one thing at a time

Advice 4: Use time management apps to help you organise things and **15.** _____
 your time when doing different tasks

Reading

Task 1 Read the passage and choose the best answers.

There is a problem that everyone working in the office has to face: how to manage your time. You're so busy with meetings and emails that you always wonder if you're really getting everything done. And often, you're not.

Cal is an expert on time management. He knows how to make the most of his time. In the decade after he graduated from college in 2004, he wrote four books, earned a PhD from Massachusetts Institute of Technology (MIT), published many academic papers and became a professor at Georgetown University.

Yet without being a workaholic, Cal leaves the office every day before 6:00 pm and rarely works on weekends. He's also married with two children. So how does he do it? In his book, *Deep Work: Rules for Focused Success in a Distracted World*, he reveals his secret—prioritising what he calls “deep work”.

Although everything we do in the office gets called “work”, there are in fact two kinds of work. “Deep work” stands for the work that requires you to use your skills to create something of value, like doing research, analysing data, developing strategies, etc, which takes thought, energy and concentration; while “shallow work” stands for some administrative stuff like emails, calls, data entry, etc.

The ability to focus on deep work is becoming increasingly valuable in our times. As a result, the few who have this skill and make it the core of their working life are more likely to succeed. It is important to remember that while shallow work prevents you from getting fired, it is deep work that gets you promoted.

- According to Paragraph 1, the problem that everyone in the office will encounter is _____.

A. how to write emails	B. how to arrange meetings
C. how to make use of time	D. how to handle work stress
- In 2004, Cal _____.

A. published four books	B. graduated from college
C. was employed as a professor at MIT	D. received a PhD degree at Georgetown University

3. In his book, Cal explains _____.
- A. why he gets promoted
B. how he enjoys his work
C. the secret of his happy marriage
D. the secret of managing time effectively
4. What does the underlined word “Distracted” (in Paragraph 3) mean?
- A. Unfocused.
B. Busy.
C. Hopeless.
D. Complicated.
5. Which of the following can be classified as deep work?
- A. Making phone calls.
B. Processing daily emails.
C. Attending regular meetings.
D. Analysing market research data.

Task 2 Read the passage and choose the best answers.

Some studies have shown that the tighter a deadline is, the less open people are to new ways of solving a problem. Under the pressure of deadlines, people often feel rushed as they have to complete the work within a fixed period. This may lead to a decline in creativity as deadlines limit the ways one can use to get the outcome.

The constant reminder of deadlines makes it even more difficult to think freely and experiment with new ideas. Great ideas take time and don't necessarily come to us on schedule. A particular task can be accomplished in various ways, and most of the time the best outcome is the result of a long process. Therefore, asking a sales team to come up with the most amazing marketing plan in the next two hours is not a wise choice. In this case, a tight deadline may inhibit creativity.

However, deadlines are not always bad. When you have no time pressure, your brain is constantly looking around for new things. Although that can be good for creativity, you also have to admit that some of the things you'll be checking are completely irrelevant. Deadlines help you to clear away insignificant stuff and keep you focused on the most important aspect of the task. With a time limit, you have to look for a more efficient approach. Many creative minds thrive under deadlines. The pressure of finishing the task on time, if handled properly, can inspire people to take unique approaches and accomplish the task accordingly.

6. According to Paragraph 1, some research has revealed _____.
- A. how stressful deadlines are
B. how deadlines affect creativity
C. how people find new ways to solve a problem
D. how people complete a task within a fixed period
7. According to Paragraph 2, people may _____ on a tight schedule.
- A. feel under pressure
B. think freely
C. feel accomplished
D. come up with new ideas
8. Which of the following statements is NOT true about deadlines according to Paragraph 3?
- A. Deadlines help us to clear away irrelevant things.
B. Deadlines help us to improve our time management skills.
C. Deadlines make us frequently look around for new ideas.
D. Deadlines force us to look for more efficient methods to finish tasks.
9. What does the underlined word “thrive” (in Paragraph 3) mean?
- A. Fail to work.
B. Perform better.
C. Decline rapidly.
D. Change suddenly.
10. What is the author’s attitude towards deadlines in the passage?
- A. Positive.
B. Negative.
C. Indifferent.
D. Objective.

Task 3 Read the passage and choose the best answers.

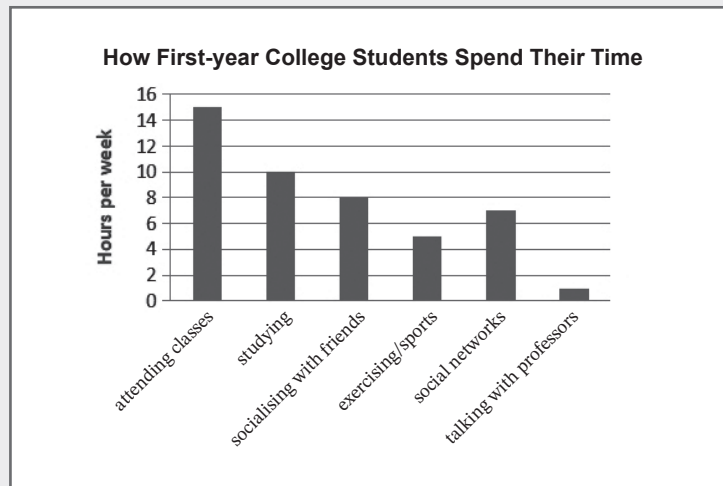
The Higher Education Research Institute at UCLA conducted a survey on how first-year college students spend their weekdays. The survey was taken by over 25,000 first-year college students. Questions were designed to analyse the academic and personal development of students through their first year at college.

Obviously, the transition from high school to college is a big change. This survey takes a look at multiple aspects students face when going through this adjustment period. One particular aspect among them is time management.

In the transition from high school to college, many first-year students have found themselves spending much more time studying. However, the majority of these students are

still able to find a balance between academic work and extracurricular activities, as nearly 80% of those surveyed agreed.

Students were asked how much time they spend per week on various activities. Here is what the majority of those surveyed reported.



Besides what is shown in the bar chart, some other activities include:

- **Working**

Most first-year students do not have a part-time job, but among those that do, the majority work 6–10 hours per week.

- **Attending student clubs**

The majority of students do not often participate in student clubs. Among those that do, the majority spend 1–2 hours per week.

- **Sleeping**

Most students could not get adequate sleep, with 61.3% reporting that they only get enough sleep occasionally and 14.9% reporting “not at all”.

11. How many people took part in the survey?

- A. More than 25,000 freshmen.
- B. Less than 25,000 freshmen.
- C. More than 25,000 graduates.
- D. Less than 25,000 graduates.

12. Which of the following statements is true?

- A. The survey analysed how students spend their holidays.
- B. The survey was carried out by the Bureau of Statistics.

- C. The survey examined how freshmen achieved their academic and personal development.
D. The purpose of the survey was to analyse the study habits of freshmen.
13. During the transition from high school to college, most first-year students _____.
- A. have difficulty in managing their time
B. feel uncomfortable about the change
C. spend less time studying
D. manage to find a balance between study and entertainment
14. According to the chart, the students surveyed spend _____ per week.
- A. more than 10 hours on studying
B. less than 6 hours on social networks
C. the least time in talking with professors
D. more time on sports than socialising with friends
15. The majority of the first-year students surveyed _____.
- A. stay up late to study every day
B. participate in 1–2 student clubs
C. work 6–10 hours every week
D. get enough sleep only occasionally

Task 4 Read the passage and complete the table with no more than 3 words for each blank.

I'm Beth and I'm here to share my typical day with you as an administrative assistant.

7:45 am: I arrive at the office, noticing my boss is already there. I wish I could arrive before him just once but that never happens.

8:00 am: A day usually begins with a roar—phones ringing off the hook and emails pouring in. In between answering calls for my boss, I check his emails and mine. Then I follow my to-do list and start working on the day's priorities.

8:30 am: My boss has a daily board meeting with the directors which I need to attend and take detailed minutes for. I also need to make sure that the flip charts, markers and relevant files are prepared well in advance, notebooks and pens are on the table, and coffee is ordered for all.

9:30 am: My boss travels a lot, so I also spend some time attending to his flights, hotels and car bookings for the upcoming business trips.

10:00 am: Around 10:00 am, I meet with my boss, go over the schedule for the day and

Unit 2

note down all the urgent tasks. I also brief him on the important calls or issues.

11:00 am: Around this time, I draft letters for my boss. I also receive visitors who come to meet him.

12:00 pm: I head off to the downstairs food court with a group of colleagues.

...

Beth's typical day	
Time	Activity
7:45 am	● Arrive at the office
8:00 am–8:30 am	● Process phone calls and emails ● Follow her to-do list and start with the day's 16. _____
8:30 am–9:30 am	● Put everything for the 17. _____ in order
9:30 am–10:00 am	● Arrange the upcoming 18. _____ for her boss
10:00 am–11:00 am	● Meet with the boss to go over the schedule and 19. _____ all the urgent tasks
11:00 am–12:00 pm	● Draft letters for her boss ● 20. _____ visiting guests
12:00 pm	● Have lunch with colleagues
...	...

Vocabulary and Grammar

Task 1 Choose the best answer to complete each sentence.

- Nearly 30% of the college students surveyed gave an _____ response to this question.
A. available
B. affirmative
C. attractive
D. absent
- You'd better make exercise a part of your daily _____.
A. routine
B. route
C. range
D. reward
- The company has invested a large sum of money in the _____ technology.
A. last
B. late
C. latest
D. latter
- Our products are very competitive _____ quality and reliability.
A. by means of
B. regardless of
C. in spite of
D. in terms of
- I'm quite _____ that I have not fulfilled the task on schedule.
A. ashamed
B. shameful
C. shameless
D. shaming
- Improvements in health care will _____ stable development of the society.
A. lead in
B. lead from
C. lead to
D. lead off
- She _____ the chance of a job interview and got the position successfully.
A. greeted
B. gasped
C. grew
D. grabbed
- With the efforts of all the employees, the company finally got back _____.
A. in track
B. at track
C. on track
D. with track



Unit 2

9. It's a perfect place for white-collar workers to relax and chat with _____ and friends.
- A. cooperation B. colleges
C. corporation D. colleagues
10. Could you please help me _____ these books in alphabetical order?
- A. sort out B. sort of
C. sort through D. sort from
11. The results of the test can be divided into three main _____.
- A. capabilities B. categories
C. contents D. characters
12. What mattered most was the residents' physical health and mental _____.
- A. start B. station
C. statue D. status
13. All the administrative _____ at the factory are hired on contract.
- A. personal B. person
C. personnel D. private
14. It's not uncommon for job seekers to _____ applications for multiple positions.
- A. submit B. subject
C. suggest D. support
15. Details of the case will be _____ in the computer.
- A. linked B. lined
C. logged D. led
16. Is there any _____ programme that can help freshmen adapt to college life quickly?
- A. orientation B. organisation
C. occupation D. opportunity
17. We have to _____ our wedding until September.
- A. put up B. put off
C. put in D. put on
18. The professor was walking on the street, _____ a book under his arm.
- A. except B. with
C. beside D. by

19. He lives in a small town, _____ is a two-hour drive from here.

- A. that
- B. where
- C. who
- D. which

20. _____ it rained and then froze all through those months?

- A. Whatever
- B. What if
- C. Even if
- D. However

Task 2 Complete each sentence with the proper form of the word given.

21. She _____ (gradual) fought her way to the top of the company.

22. Payments should be sent with the written _____ (notify).

23. One of teachers' _____ (prioritise) is to arouse students' interest in learning.

24. The results of the research are _____ (summary) at the end of the chapter.

25. The new management system aims to improve the poor _____ (perform) of the company.

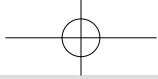
26. The story can be seen as the author's _____ (reflect) upon a particular life experience.

27. The job involves gathering and _____ (analyse) data.

28. The way the guests were treated in the hotel influenced their _____ (evaluate) of the service.

29. Those people _____ (wish) to join the club should sign here.

30. Upon _____ (hear) the good news, all of the class jumped with joy.



Unit 2

Translation

Task 1 Translate the following sentences into Chinese.

1. Upon arrival at the office at 9:00 am, I browsed online for the latest news about my company.

2. Then you put in the water, which is like the tasks that are less important and can be done later.

3. Through prioritising tasks, you will be able to use your time wisely.

4. It's not wise to spend too much time talking about the New Year party during a busy morning.

5. I should make better use of the time after the department meeting to organise the minutes or prepare for the new staff training.

Task 2 Translate the following sentences or expressions into English.

6. (我)参加了部门会议并做了会议纪要。

7. (我)更新了公司网站上的产品信息。

8. (我)协助准备公司定期报告。

9. 花太多时间在网上浏览客户信息是不够明智的。

10. 我本应该利用会后时间来整理公司档案。
