**BE10**

* **Read the presentation on Time Management and answer the questions below the text:**

Do you find it difficult to say ‘no’? I’d like to talk this morning about how managing your time more effectively can make you a better worker and to show you that other people’s demands on your time can make you less effective. First of all, if you regularly work very long hours, are in the office most evenings and weekends, and rarely take a holiday, you might think that this is necessary in order to justify your salary. But in fact, what you are doing is subjecting yourself to high levels of stress which in the long term will force you to take time off through illness - so, why not organize your time now so that you remain effective at work and lead a balanced life? If you don’t believe me, this chart shows you how many stress-related diseases we now suffer from. As you can see, these diseases are most common not necessarily in jobs where salary levels are high but where the level of responsibility is high. Remember that not only you but also your family suffers as a result of stress. Turning to my second point, if you spend part of your working day doing things for others which they could do for themselves and if you work longer hours than the people you work with, then perhaps it is time for you to delegate. I would like to develop this point and I hope I can give you some practical suggestions as to how you can do this. First of all, you have to decide what to delegate. Secondly, you have to decide who to delegate to. Make sure the person wants and accepts the extra responsibility and has the necessary experience to do the job well. Give them all the support they need but do not do the job for them. This will help you to use your time more effectively. To conclude, if you have difficulty saying ‘no’ to other people, start saying ‘yes’ to yourself. Believe me, you will notice the difference.

1. The speaker wants to show you how you can be more effective at work: true or false?

2. What two things does she say stop you from being effective at the moment?

3. What are the three ways in which you can subject yourself to high levels of stress?

4. What is the result of stress?

5. Typically, stress is related to jobs with high salaries: true or false?

6. What is one thing she suggests you do to reduce your working hours?

7. If you want to delegate work, you have to decide what to delegate and..

8. To help you manage your time more effectively, what does she suggest you start saying to other people?

9. What phrase does she use to introduce her presentation? (‘I’d like ...’)

10. What phrase does she use to introduce her examples? (‘First...’)

11. She uses two phrases when she is referring to her chart: what are they? (‘…this chart… As...’)

12. What does she say to signal that she wants to talk about her second point?

13. How does she show that she wants to develop this point? (‘I would like to...’)

14. Give the phrases that indicate she is listing points.

15. How does she show she is going to give her conclusion?

* **Can you complete the statements and questions using the verbs below? Use each verb only once:**
* catch, repeat, give, cost, show, say, account, fall, take, bear

1. I would like to ask how much the project is going to ……..
2. I am afraid I cannot ……………I will check for you.
3. I am sorry I did not …………….the question.
4. Let me ……………..it for you.
5. I am not quite ready. Can you ………………..with me?
6. Of course ………………..your time.
7. I think these charts ………………..a false picture.
8. Yes, they do not really ………………..the recent upturn in the market.
9. By what percentage did turnover ………………last year?
10. By 5%. I cannot ………………for it.

* **Read this introduction to a presentation. Can you choose the correct words or phrases in italics?:**

Good afternoon, ladies and gentlemen and welcome (1) *in/to/for* our seminar on corporate property management. I would like to (2) *begin/starting/commence* by (3) *drawing/telling/outlining* some of the main (4) *explanations/matters/issues* in corporate property management (5) *so that/for/in order* you will be able to judge whether your company is devoting sufficient time to this question. I will then (6) *look/turn/change* to some of the legal and financial (7) *queries/aspects/pieces* of property management, and will (8) *tell/look/explain* how your companies may be affected by current and future legislation. I will (9) *illustrate/give examples/discuss* of the kinds of problems our clients have faced and explain what was done to solve them. I will finish (10) *by/with/in* giving a brief resume of the consultancy service that we offer, and I will explain what you (11) *need/shall/should* do if you would like to look into the matter further. As we are rather (12) *hurried/pressed/short* for time, I would be grateful if you could (13) *rest/stay/save* any questions you may wish to (14) *rise/raise/arise* until the end, when I will (15) *do/make/have* my best to answer them.