

English: Time Management

Sku: PC384

Horas: 30

OBJETIVOS

In this course students are introduced to the main themes around the topic of Time Management. The course begins with an introduction to the area of managing our own time with a focus on methods such as the Pareto Principle, SWOT analysis or the Eisenhower Matrix as ways to define goals and organise schedules. There are listening and reading exercises to give a balanced approach to a variety of ski ls. The next unit looks at time management in the context of meetings, with lessons focusing on ways to make meetings more effective as well as how to write up minutes and prepare an agenda. In these lessons students will practice error correction as well as word formation - two very common examstyle tasks. As remote work is becoming a part of many people's working lives, there are lessons on how to work efficiently from home as well as tips for dealing with virtual presentations and managing the different aspects involved with these ways of working. The lessons include some of the most typical vocabulary in this lexical field, as wel as more practice with word formation and reading for gist. Exercises include a focus on synonyms, adverbs, the use of the causative as well as extended listening to a podcast. Tied to working from home is the theme of multitasking and dealing with distractions. These areas are dealt with in terms of the typical problems people encounter, with some common ways of dealing with them such as a SMART analysis and ways to change our perceptions of multitasking. There are gapped reading exercises, listening tasks as well as a review of prepositions. The final lesson deals with common issues that cause stress at work - especialy in terms of time management and dealing with our busy lives, ending with a brief introduction to mindfulness as a way to combat stress and anxiety. There is more reading practice in the form of gapped texts and reading for gist as wel as exam ski I focus of sentence transformation. The course ends with a comprehensive review of the vocabulary and topics in the course dealt with unit by unit in order to aid the recal and retention of the information covered.

CONTENIDOS

Personal Time Management

Planning Your Time

Vocabulary: Common collocations associated with time management **Functions:** Asking for and giving advice **Grammar:** Conditionals, relative pronouns, the passive voice

Pareto Principle or the 80/20 Rule

Vocabulary: Key words for time management and the Pareto principle **Functions:** Understanding a text about time management

Organising an Agenda

Vocabulary: Phrasal verbs about time management **Skills:** Listening – ordering sentences

The Eisenhower Matrix

Vocabulary: Vocabulary related to the Eisenhower Matrix and time management **Skills:** Gapped reading text **Grammar Review:**

- Present perfect simple
- First conditional
- Future simple
- Present simple
- Present simple passive
- Past simple

SWOT Analysis

English: Time Management 1/3 Vocabulary: Vocabulary associated with SWOT analysis Skills: Gapped listening, dictation

Meetings

Effective Meetings

Vocabulary: Vocabulary associated with meetings **Skills:** Word formation, error correction, listening

Problem-Solving Meetings

Vocabulary: Typical vocabulary used with meetings **Skills:** Gapped listening, listening comprehension, dictation

Meetings – Writing

Vocabulary: Formal letters and correspondence **Functions:** Writing an agenda, writing minutes of a meeting

Remote Work

Working from Home

Vocabulary: Working from home **Skills:** Word formation, reading for gist

Virtual Presentations – Useful Expressions

Vocabulary: Typical presentation expressions, technology **Skills:** Dictation, proofreading, listening **Functions:** Managing the participants of a meeting

Multitasking and Distractions

SMART Analysis

Vocabulary: Time management, synonyms **Skills:** Gapped listening, dictation **Grammar:** Prepositions

Dealing with Distractions

Vocabulary: Time management Functions: Asking for and giving advice Skills:

- Reading gapped sentences
- Listening order the words

Multitasking Is Tougher Than Single Tasking

A reflection on the loss of focus in modern life and its productivity consequences **Vocabulary:** Multitasking **Skills:** Reading comprehension **Grammar:** The causative

What Doing Two Things at Once Does to Your Brain

Vocabulary: Multitasking Skills: Listening comprehension, word formation Grammar: The causative, adverbs

Ways Multitasking Is Killing Your Brain I

Vocabulary: Multitasking Skills: Reading comprehension

Stress and Distress

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Causes and Symptoms of Stress

Vocabulary: Stress, health Skills: Reading comprehension, gapped text, reading for gist

Phases of Stress

Vocabulary: Stress, health Skills: Reading for gist, listening

Work-Related Stress

Vocabulary: Stress, health, synonyms **Skills:** Reading – gapped text, reading for gist **Grammar:** Prepositions

Mindfulness

Vocabulary: Mindfulness, relaxation **Skills:** Reading comprehension, listening – gapped text

Revision

Revision – Personal Time Management

Vocabulary: Time management, common collocations, phrasal verbs Functions: Asking for and giving advice Grammar: Should / shouldn't Skills: Reading for gist, reading - gapped text

Revision – Meetings

Vocabulary: Meetings Functions: Correspondence – formal letters Skills: Word formation, listening – gaps

Revision – Remote Work

Vocabulary: Working from home, oral presentations, technology **Skills:** Proofreading

Revision – Multitasking and Distractions

Vocabulary: Time management Skills: Listening – gaps, reading for gist Grammar: Reported speech

Revision – Stress and Distress

Vocabulary: Stress, health, time management **Skills:** Reading – gaps, listening – gaps