



Horas: 30

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

English: Time Management 2/3

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