



## AI English: Multitasking

**Sku:** PC391

**Horas:** 30

### OBJETIVOS

Multitasking has been a common buzz word over the past few years. Referring to doing two or more tasks simultaneously, it has become representative of the way many people feel they work. This short course looks at the most common times when people multitask as well as the consequences (both visible and hidden) that this working style can have on us. There is a mix of reading comprehension tasks and intensive listening in the form of a podcast on the topic. These activities incorporate grammatical revision of the passive and causative with the common structure of 'to have/get something done' and prepositions as well as the language of advice. There is practice with the exam-style task of keyword transformation to practise adverbs and a review of some synonyms common at this level. The course includes a review of the vocabulary and content to recycle and reinforce the language covered. There are speaking and writing assignments as well as role-plays covering some of the topics explored in the course, providing an opportunity for free practice.

### CONTENIDOS

#### Distractions & SMART Analysis

- **Distractions: Vocabulary Introduction**  
Key vocabulary on the topic of time management.
- **Writing Assignment: Sentences**  
Writing task based on the first part of the unit.
- **Speaking Assignment: SMART Analysis**  
Short presentation reviewing the SMART analysis topics.
- **Dealing with Distractions**  
Extended practice on time management and handling distractions.

- Writing Assignment: Article  
Writing a short article about common distractions at work and strategies to deal with them.
  - Speaking Assignment: Advice  
Giving advice on managing common workplace distractions.
  - Pronunciation Assignment: Distractions  
Recording a short text about distractions.
  - Role-play: Distractions  
Speaking practice on the topic of distractions.
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## **Multitasking**

- Multitasking is Tougher Than Single Tasking  
Exploring how multitasking divides attention and affects productivity.
  - Listening: Multitasking Vocabulary  
Introduction to essential vocabulary on multitasking.
  - Writing Assignment: Essay  
Writing a task related to multitasking.
  - Speaking Assignment: Services  
Speaking task based on the unit.
  - What Doing Two Things at Once Does to Your Brain  
Extended practice on multitasking and its effects.
  - Reading Comprehension: Ways Multi-tasking is Killing Your Brain  
Reading exercise continuing the theme of multitasking.
  - Writing Assignment: Email  
Writing an informal email warning a friend about multitasking dangers.
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- Speaking Assignment: Multitasking  
Recording answers to questions about multitasking.
  - Pronunciation Assignment: Multitasking  
Recording a short text on the dangers of multitasking.
  - Role-play: Multitasking  
Speaking practice on multitasking.
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## **Revision**

- Revision: Multitasking and Distractions  
Review of vocabulary and topics related to time management and SMART objectives.
  - Role-play: Multitasking - Against  
Practice defending a point of view against multitasking.
  - Role-play: Multitasking - For  
Practice defending a point of view in favor of multitasking.
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## **Final Test**

- A series of questions testing vocabulary and topics covered in this module.