



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.