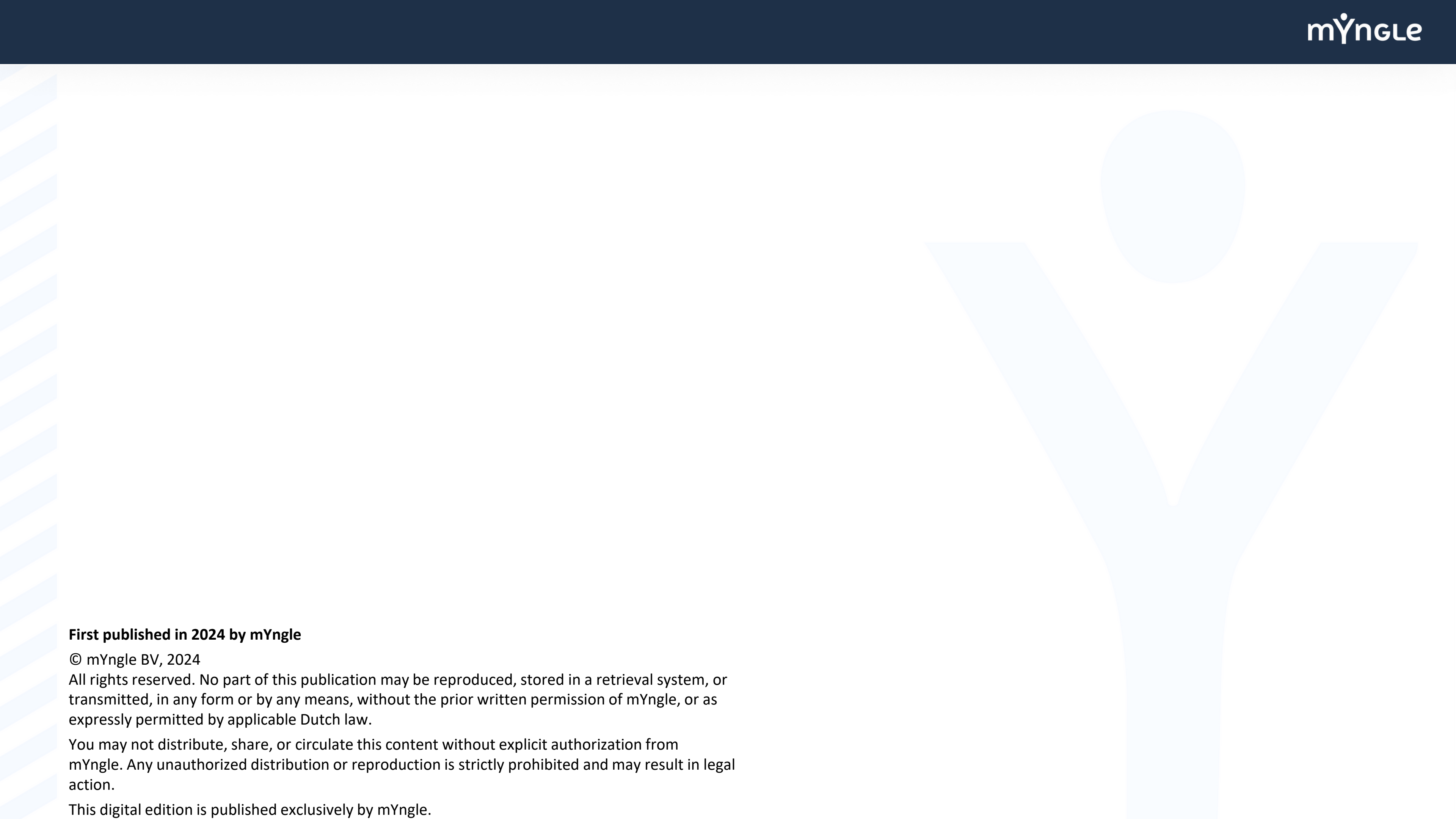


mYngle

Business Pre-Intermediate

Homework - Unit 14: Time



The background features a large, light blue stylized figure of a person with arms raised, set against a light yellow background. On the left side, there are several light blue diagonal stripes.

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1. Read the following text about the finding time for what matters and decide if the following statements (1-6) are True or False.

1. Planning ahead of time can help reduce stress and make tasks easier to complete.
2. Leaving things until the last minute is a good way to use your 168 hours effectively.
3. Spending less time on less important tasks can help you have more time for what matters.
4. You should always spend as much time as possible on social media to avoid wasting time.
5. With proper planning, 72 hours each week can be used for activities like spending time with family or learning new skills.
6. Getting the job done in time is harder if you plan and start early.

Finding Time for What Matters

There are 168 hours in a week. Twenty-four hours times seven days gives us 168 hours, which sounds like a lot of time, doesn't it? However, many of us feel like we run out of time every week. But with a little planning and effort, we can make sure we use our time wisely and do the things that are important to us.

First, let's think about how we often waste much time. We sometimes spend hours on things that don't really matter, like scrolling through social media or watching TV for too long. These activities can slow us down and take time away from more important things, like spending time with family, learning new skills, or exercising. One good way to avoid wasting time is to plan ahead of time. When we know what we need to do each day, it becomes easier to get the job done in time.

Sometimes, we leave things until the last minute, like starting a school project the night before it's due. This habit can make us feel rushed and stressed. If we start tasks earlier and allow time for breaks, we will find it doesn't take us a long time to finish them.

Another helpful tip is to reduce the time spent on small, less important tasks. For example, instead of spending hours deciding what to wear, choose your clothes the night before. This simple action can save minutes every morning and make our day feel smoother.

In a week of 168 hours, even if we work for 40 hours and sleep for 56 hours, we still have 72 hours left. It's all about how we use those hours. With good planning, we can make sure we have time for what matters most. So, don't let time run out! With a little effort, you can manage your time well and enjoy each day.

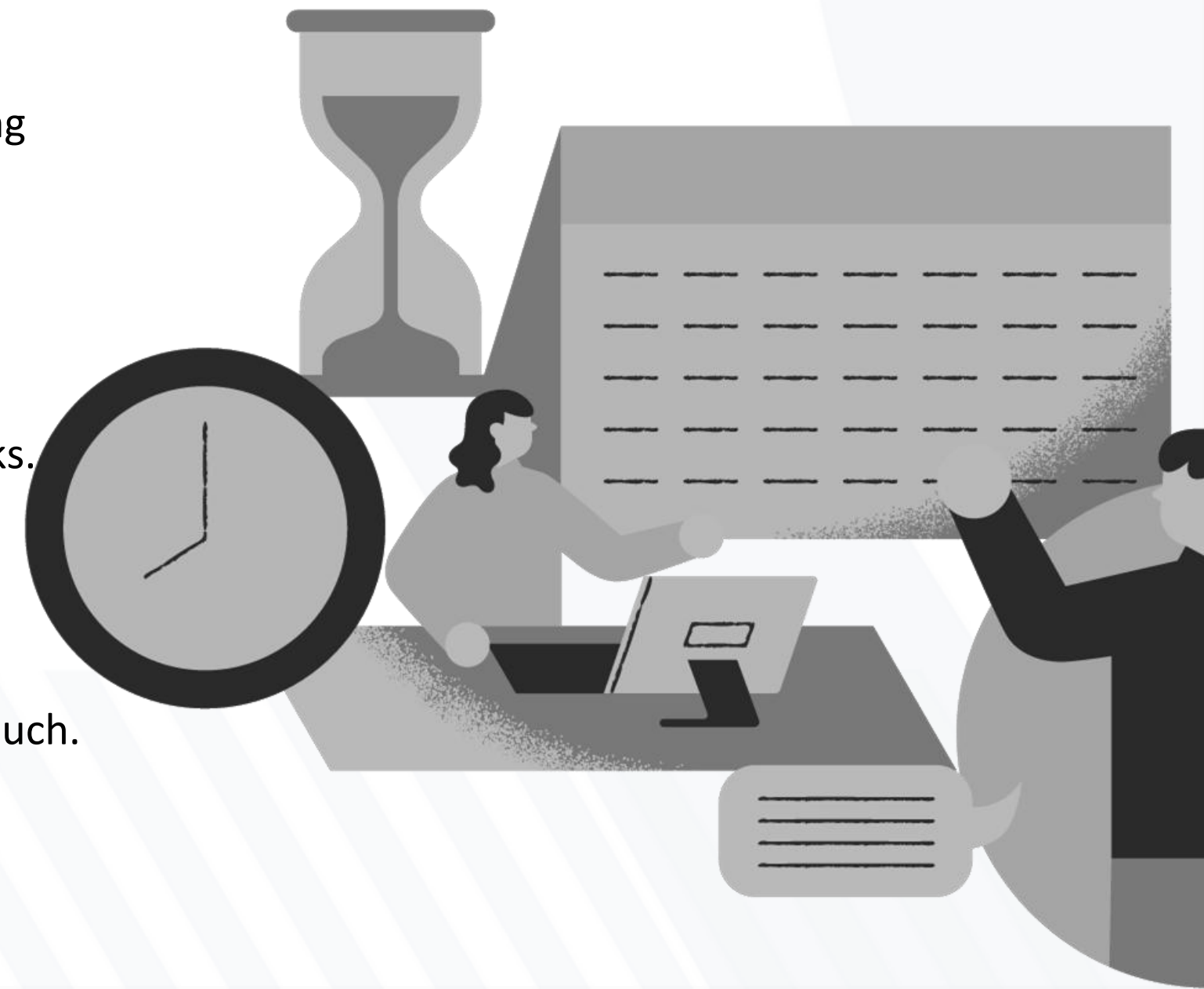
2. Find words/phrases in the text that match these definitions (1-9).

1. Make things go more slowly than they should. _____.
2. Plan some hours to do an important task. _____.
3. Finish a task within the given hours. _____.
4. Spend fewer hours on a task. _____.
5. Require a lot of hours to complete something. _____.
6. Use more hours than needed for something. _____.
7. Have no more hours left to finish something. _____.
8. Delay starting something until right before it's due. _____.
9. Do something earlier than needed. _____.

3. Choose the best phrase from the options to complete each sentence. Think carefully about the context of each sentence.

1. If you often _____, you may feel overwhelmed and stressed as deadlines approach.
 - a. run out of time
 - b. allow time for
 - c. leave things until the last minute
2. To be more productive, try to plan your day _____ so you can complete tasks smoothly.
 - a. ahead of time
 - b. take us a long time
 - c. slow us down
3. It's best to _____ activities that help you relax, like reading or exercising, instead of pushing them aside.
 - a. run out of time
 - b. allow time for
 - c. reduce time

4. Checking your phone frequently during work can _____ and make it harder to focus on important tasks.
 - a. waste much time
 - b. get the job done in time
 - c. slow us down
5. If we don't focus, we might _____ for important things because of distractions.
 - a. reduce time
 - b. leave until the last minute
 - c. run out of time
6. When we plan our activities _____, it helps us stay calm and complete everything efficiently.
 - a. ahead of time
 - b. waste much time
 - c. take us a long time
7. You will _____ if you set priorities and avoid wasting time on less important tasks.
 - a. run out of time
 - b. get the job done in time
 - c. leave until the last minute
8. Long meetings that don't have a clear purpose often _____ without achieving much.
 - a. take us a long time
 - b. allow time for
 - c. get the job done in time



1. Read the following quotes and decide if the following statements (1-6) are True or False.

1. Maria often kills time by scrolling through social media, and she feels more relaxed afterward.
2. John works long hours and finds it difficult to finish all his tasks on time.
3. Sophie tries to manage her time by setting small, achievable goals throughout the day.
4. John believes that managing time perfectly is necessary to get everything done.
5. Maria thinks that planning her day could help her make the most of her free time.
6. Sophie feels that having multiple tasks at the same time is not a challenge for her.

Quote 1:

*"You know, it's crazy how **time flies** when you're caught up in a **busy schedule**. I try to **manage my time** the best I can, but it's not always easy. Between work meetings, personal errands, and a bit of exercise, the day just seems to slip away. Sometimes, I catch myself trying to **kill time** by scrolling through social media or watching TV, thinking it will help me relax. But in reality, I end up feeling even more rushed later. I really need to focus more on planning my day, so I can actually make the most of my free time without feeling stressed."*

— Maria, Project Manager

Quote 2:

*"I usually **work long hours**, often staying late at the office to finish up projects. It's hard when your day is packed with meetings and deadlines. I have a habit of **putting off** things I need to do, telling myself I'll get to them tomorrow. I know it's not the best approach, but sometimes there just isn't enough time. It's like, no matter how hard I try to be on top of things, I still end up running out of time. When I finally do get something done, even if it's later than I planned, I remind myself: **better late than never**. It's not about being perfect; it's about getting things done, even if it takes a bit longer."*

— John, Software Developer

Quote 3:

*"It's definitely a challenge when you have multiple tasks happening **at the same time**. I always feel like I'm juggling a million things, from client calls to emails to team meetings. To **manage time** more effectively, I try to set small, achievable goals throughout the day. For example, I'll block out specific times for emails and other times for deep work, so I don't get overwhelmed. Of course, it doesn't always go as planned, but setting a routine helps. The key is to be flexible and not get too stressed when things don't go perfectly. At the end of the day, it's about finding what works for you."*

— Sophie, Marketing Specialist

2. Replace the phrases in bold with an appropriate time word/phrase from the box.

- time flies
- better late than never
- kill time
- manage time

- busy schedule
- work long hours
- put off
- at the same time

1. Maria often tries to **find a way to spend extra minutes** when waiting for meetings to start.
 - Maria often tries to _____ when waiting for meetings to start.
2. John's **hectic calendar** makes it difficult for him to relax in the evenings.
 - John's _____ makes it difficult for him to relax in the evenings.
3. Sophie knows that it's best to **organize her hours efficiently** if she wants to finish all her tasks.
 - Sophie knows that it's best to _____ if she wants to finish all her tasks.
4. Sometimes, John prefers to **delay** tasks until he feels more ready to complete them.
 - Sometimes, John prefers to _____ tasks until he feels more ready to complete them.
5. When Sophie checks emails, answers calls, and writes reports **all together**, she feels stressed.
 - When Sophie checks emails, answers calls, and writes reports _____, she feels stressed.
6. Maria often feels like **hours go by quickly** when she's focused on her work.
 - Maria often feels like _____ when she's focused on her work.
7. John often **puts in many extra hours** to complete his projects by the deadline.
 - John often _____ to complete his projects by the deadline.
8. Sophie finally submitted the report a bit late, but she believes it's **still good to finish than not at all**.
 - Sophie finally submitted the report a bit late, but she believes it's _____.

3. Fill in each blank with the most appropriate phrase from the list below. Use the context of the quotes to help you choose the correct answer. Each phrase is used once.

- time flies
- kill time
- put off

- manage my time
- better late than never
- at the same time

1. Maria often says that she needs to _____ more effectively to avoid feeling rushed.
2. John knows he _____ tasks for later because he has so many things to do during the day.
3. Sophie describes how difficult it is to handle multiple tasks _____.
4. John believes that _____ when finishing tasks is better than not completing them at all.
5. Maria admits to using social media to _____ but realizes it doesn't help her relax.
6. Sophie feels like _____ when she is trying to handle her packed day of work and meetings.

4. Think about how you manage your own time. Using at least three phrases from this unit, create a short, motivational quote about time management. You can give advice, describe your own habits, or share an experience.

Example:

*"No matter how **busy** you are today, make sure to **manage time** wisely so you don't end up trying to do everything **at the same time**!"*



Grammar – Second Conditional

We use the second conditional to talk about hypothetical situations, a present that is not real but we imagine.

If + past simple	would / could + verb
If I knew the answer	I would tell you right now.

1. If I **had** more time, I **would** learn a new skill.
- This means you **don't have** more time right now, but you are imagining what you **would do** if you did.
2. If we **worked** together, we **could** finish the project faster.
- This suggests that right now, you **aren't working together**, but you're imagining how things could be different.
3. If I **were** the boss, I **would** give more vacation days.
- You **aren't the boss**, but you are imagining what you would do if you were.

Note that the Past Simple here does not describe past time. It only imagines a different present time.

1. Fill in the blanks with the correct form of the verb to complete the second conditional sentences. Use the verbs in parentheses.

1. If we _____ (invest) in better equipment, we _____ (increase) our productivity.
2. If I _____ (know) more about marketing, I _____ (start) my own business.
3. If the company _____ (offer) free shipping, more customers _____ (buy) products.
4. If I _____ (have) a higher budget, I _____ (hire) more employees.
5. If they _____ (work) together, they _____ (finish) the project faster.
6. If we _____ (reduce) prices, we _____ (attract) more customers.
7. If you _____ (ask) for help, we _____ (complete) the report sooner.
8. If she _____ (speak) better English, she _____ (apply) for an international position.
9. If our office _____ (be) closer, we _____ (save) time on travel.
10. If we _____ (use) eco-friendly materials, our brand _____ (become) more popular.

2. Choose the correct verb forms to complete each second conditional sentence.

1. If we (launch / launched) the new product, it (would increase / will increase) our sales.
2. If I (was / were) you, I (would negotiate / will negotiate) a higher salary.
3. If the meeting (started / start) earlier, we (would finish / will finish) on time.
4. If our team (work / worked) on the weekend, we (would complete / will complete) the project sooner.
5. If she (asked / ask) for a promotion, the manager (would consider / will consider) it.
6. If the software (was / were) easier to use, more people (would buy / will buy) it.
7. If they (open / opened) a new branch, they (would attract / will attract) more customers.
8. If I (had / have) more experience, I (would apply / will apply) for the job.
9. If the company (provided / provides) better training, employees (would feel / will feel) more confident.
10. If we (reduce / reduced) delivery times, we (would have / will have) happier clients.

3. Rewrite the following sentences using the second conditional structure. The first part of each sentence is given.

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Our company doesn't have a big budget. We can't open a new office.
○ If our company _____. 2. I don't speak French. I can't work in the Paris branch.
○ If I _____. 3. They don't work faster. They miss their deadlines.
○ If they _____. 4. We don't offer discounts. Our products aren't as popular.
○ If we _____. 5. She isn't the manager. She can't make these decisions.
○ If she _____. | <ol style="list-style-type: none"> 6. The software isn't user-friendly. People don't use it often.
○ If the software _____. 7. I don't have enough time. I can't take an extra course.
○ If I _____. 8. The company doesn't advertise. Customers don't know about our products.
○ If the company _____. 9. We don't hire more staff. We can't handle more clients.
○ If we _____. 10. They don't improve their services. They lose customers.
○ If they _____. |
|---|---|

1. Fill in the blanks with the most appropriate phrase from the list. Each phrase can be used only once.

- as soon as possible
- right away

- when you have time
- finish the report

- within a week
- by the end of the week

1. Please _____ before the meeting starts tomorrow.
2. The manager wants the monthly summary _____, so we need to work fast.
3. You can send me the revised document _____. There's no rush.
4. I'll need your feedback on this proposal _____ because we have a deadline.
5. Could you call the client back _____? They had some urgent questions.
6. We should complete this task _____ to stay on schedule.

2. Choose the most suitable phrase (a, b or c) to complete each sentence (1-8).

1. Could you please send me the updated file _____? It's urgent.
a. within a week b. right away c. when you have time
2. I need you to finish the presentation _____. The meeting is starting shortly.
a. as soon as possible b. by the end of the week c. within a week
3. The boss asked to complete this task _____, so let's not delay it.
a. right away b. finish the report c. within a week
4. We have to submit the sales report _____ so that it can be reviewed on Friday at least.
a. when you have time b. by the end of the week c. right away

5. I can approve your request _____. I just need to check my calendar first.
a. finish the report b. within a week c. when you have time
6. Please complete the summary and send it to me _____. We have limited time.
a. as soon as possible b. within a week c. right away
7. The project should be completed _____, before next Monday.
a. by the end of the week b. right away c. as soon as possible
8. We will schedule the meeting for _____ once you are available.
a. right away b. when you have time c. finish the report

3. Complete the second sentence so that it has a similar meaning to the first sentence.
Use 3 to 8 words and include the word in bold. You cannot change the word given.

1. Please complete the report quickly.
soon
Please finish the report _____.

2. We need the document now.
Away
Please send the document _____.

3. The manager wants the files before the weekend.
By
The manager needs the files _____.

4. Take care of this task now if you can.
Time
Do this task _____.

5. The project should be completed before next Monday.
week
You must finish the project _____.

6. We need to get the report finished soon.
report
Please _____ as quickly as possible.

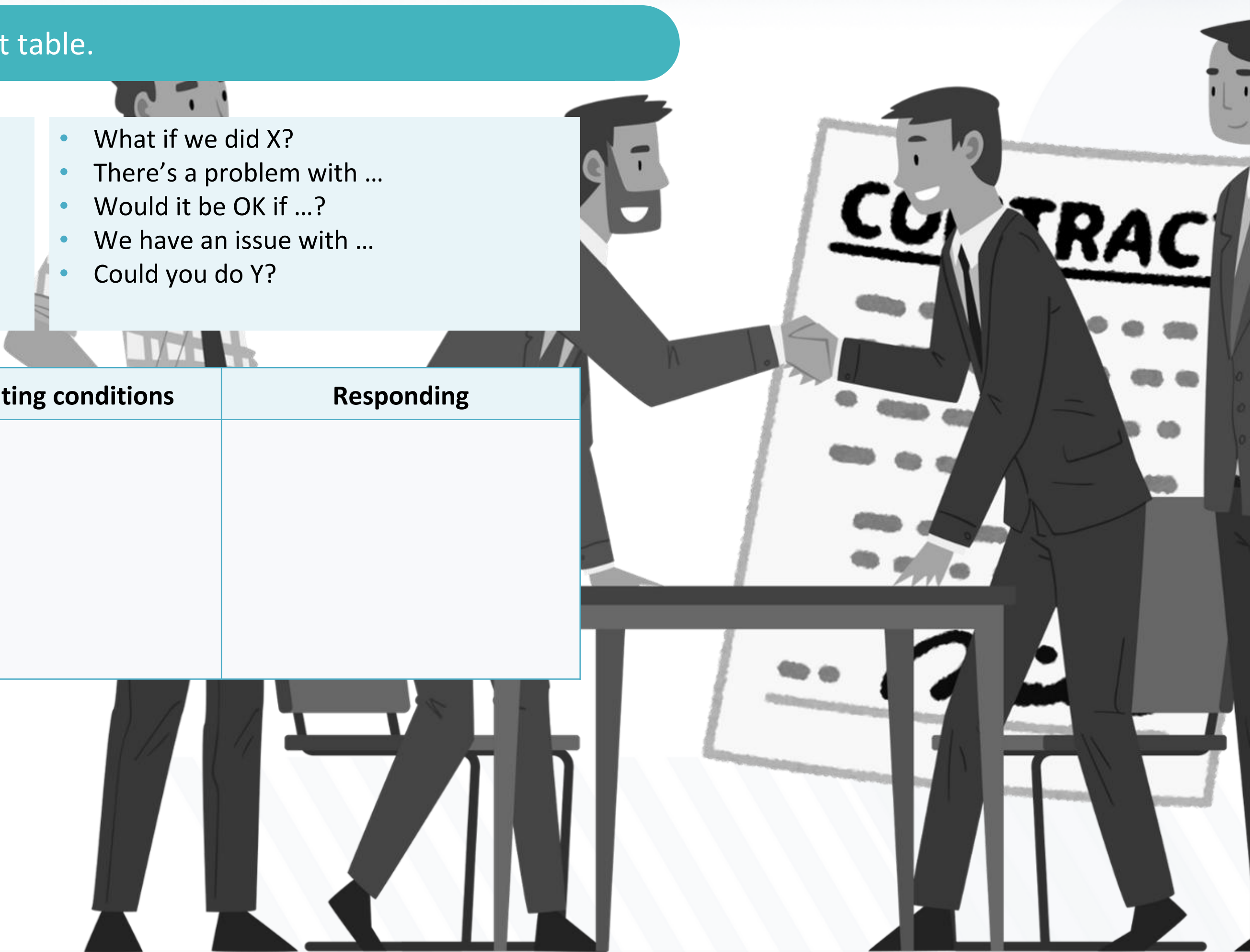
7. I'll review your work whenever you find time.
time
I'll review it _____.

8. We need to submit the form urgently.
away
Submit the form _____.

1. Put each of the phrases in the correct table.

- Sorry, that wouldn't be acceptable
 - Would you agree to do Y?
 - Yes, that would be possible.
 - Basically, ...
 - I can't guarantee ...
 - I think we could do that.
- What if we did X?
 - There's a problem with ...
 - Would it be OK if ...?
 - We have an issue with ...
 - Could you do Y?

Describing the problem	Negotiating conditions	Responding



2. Complete each dialogue by filling in the blanks with the most appropriate phrase from the list. Use each phrase only once.

Phrases:

There's a problem with ...

Could you... ?

Would you agree to...?

Sorry, that wouldn't be acceptable.

We have an issue with ...

Yes, that would be possible.

What if...?

Dialogue 1:

Manager: 1. _____ the delivery schedule. The products are always arriving late.

Supplier: I understand the situation. 2. _____ we changed the delivery time to early morning instead?

Manager: That might work, but 3. _____ make the products be here by 8 a.m. every day?

Supplier: 4. _____. I'll make sure to arrange it with our logistics team.

Dialogue 2:

Client: 5. _____ the software update. It crashes every time we try to run it.

Tech Support: I'm sorry to hear that. 6. _____ install the previous version while we fix the current one?

Client: What if the issue isn't fixed within a week?

Tech Support: 7. _____, but I'll do my best to have a solution before then.

3. Below are several situations and a set of possible responses. Match each situation (1-5) with the most appropriate response (a-e).

Situations:

1. Your team has discovered a problem with the software update that could delay the launch. You need to communicate this to the client.
2. You are in a meeting with a supplier, negotiating better payment terms for the next order.
3. You want to propose an alternative delivery date to a client who requested an urgent shipment.
4. A colleague asks if you can take on an additional task, but you're not sure you can finish it by the deadline.
5. The customer is unhappy with the quality of the last shipment, and you want to find a solution to maintain the business relationship.

Responses:

- a. "Would it be OK if we arranged the shipment for next Monday instead?"
- b. "There's a problem with the software update that may delay the launch."
- c. "Sorry, that wouldn't be acceptable; we need more flexibility in the payment terms."
- d. "I can't guarantee I'll finish it on time, but I'll do my best."
- e. "Would you agree to a replacement order at no extra cost?"



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Business Pre-Intermediate

Unit 14: Time

Homework – Answer Key

Exercise 1

1. True – The text suggests that planning ahead reduces stress and helps complete tasks more easily.
2. False – The text states that leaving things until the last minute can lead to stress and wasted time.
3. True – The text recommends reducing time spent on less important tasks to have more time for meaningful activities.
4. False – The text mentions that spending too much time on activities like social media is a way of wasting time.
5. True – The text explains that with proper planning, the remaining 72 hours can be used for important activities.
6. False – The text suggests that starting early and planning ahead makes completing tasks on time easier.

Exercise 2

1. **Make things go more slowly than they should.** – *slow us down*
2. **Plan some hours to do an important task.** – *allow time for*
3. **Finish a task within the given hours.** – *get the job done in time*
4. **Spend fewer hours on a task.** – *reduce time*
5. **Require a lot of hours to complete something.** – *take us a long time*
6. **Use more hours than needed for something.** – *waste much time*
7. **Have no more hours left to finish something.** – *run out of time*
8. **Delay starting something until right before it's due.** – *leave until the last minute*
9. **Do something earlier than needed.** – *ahead of time*

Exercise 3

1. **c. leave things until the last minute** - This phrase best describes the situation of delaying tasks, leading to stress as deadlines approach. The other options do not convey the sense of delay.
2. **a. ahead of time** - Planning ahead of time allows for smoother completion of tasks. "Take us a long time" implies inefficiency, and "slow us down" suggests obstacles.
3. **b. allow time for** - "Allow time for" fits as it indicates making time for activities that help with relaxation. The other options don't convey the idea of intentionally making space for something beneficial.
4. **c. slow us down** - Checking your phone frequently interrupts focus and progress, slowing down productivity. "Waste much time" could be close, but "slow us down" is more precise in this context.
5. **c. run out of time** - Without focus, time can slip away, and we may find there is not enough left for important tasks. The other options don't capture the sense of losing available time.
6. **a. ahead of time** - Planning activities ahead of time makes everything run more smoothly and efficiently. The other options imply inefficiency rather than proactive planning.
7. **b. get the job done in time** - Prioritizing tasks helps complete work within the given timeframe. The other options don't reflect successfully finishing a task within a set period.
8. **a. take us a long time** - Meetings without a clear purpose tend to drag on, taking more time than necessary. "Allow time for" and "get the job done in time" don't match the idea of inefficient use of time in meetings.

Exercise 1

1. *False* – Maria says she *kills time* by scrolling through social media, but it actually makes her feel more rushed, not relaxed.
2. *True* – John mentions that he works long hours and often puts off tasks for later because there isn't enough time.
3. *True* – Sophie mentions that she tries to manage her time by setting small, achievable goals to avoid feeling overwhelmed.
4. *False* – John says, "*It's not about being perfect; it's about getting things done, even if it takes a bit longer.*"
5. *True* – Maria says she needs to focus on planning her day to make the most of her free time.
6. *False* – Sophie describes handling multiple tasks at the same time as a challenge.

Exercise 2

1. Maria often tries to **kill time** when waiting for meetings to start.
2. John's **busy schedule** makes it difficult for him to relax in the evenings.
3. Sophie knows that it's best to **manage her time** if she wants to finish all her tasks.
4. Sometimes, John prefers to **put off** tasks until he feels more ready to complete them.
5. When Sophie checks emails, answers calls, and writes reports **at the same time**, she feels stressed.
6. Maria often feels like **time flies** when she's focused on her work.
7. John often **works long hours** to complete his projects by the deadline.
8. Sophie finally submitted the report a bit late, but she believes it's **better late than never**.

Exercise 3

1. **manage my time** – Maria discusses the importance of planning her day to use her time effectively.
2. **put off** – John mentions he often delays tasks to the next day because of his busy schedule.
3. **at the same time** – Sophie talks about the challenge of juggling multiple tasks simultaneously.
4. **better late than never** – John says this to remind himself that it's okay to finish things later as long as they get done.
5. **kill time** – Maria admits to using social media to pass the time, but it doesn't make her feel more relaxed.
6. **time flies** – Sophie implies this when she talks about how quickly her busy day passes.

Exercise 4

Answer Key: As this is a creative writing exercise, there isn't a strict answer key. Share this phrase in your next class, and ask your teacher to correct it.

Exercise 1

- | | |
|-----------------------------|---------------------------|
| 1. invested, would increase | 6. reduced, would attract |
| 2. knew, would start | 7. asked, would complete |
| 3. offered, would buy | 8. spoke, would apply |
| 4. had, would hire | 9. were, would save |
| 5. worked, would finish | 10. used, would become |

Exercise 2

1. launched, would increase
2. were, would negotiate
3. started, would finish
4. worked, would complete
5. asked, would consider
6. were, would buy
7. opened, would attract
8. had, would apply
9. provided, would feel
10. reduced, would have

Exercise 3

1. If our company had a big budget, we could open a new office.
2. If I spoke French, I could work in the Paris branch.
3. If they worked faster, they wouldn't miss their deadlines.
4. If we offered discounts, our products would be more popular.
5. If she were the manager, she could make these decisions.
6. If the software were user-friendly, people would use it more often.
7. If I had enough time, I could take an extra course.
8. If the company advertised, customers would know about our products.
9. If we hired more staff, we could handle more clients.
10. If they improved their services, they wouldn't lose customers.

Exercise 1

1. finish the report
2. as soon as possible
3. when you have time
4. by the end of the week
5. right away
6. within a week

Exercise 2

1. b. right away
2. a. as soon as possible
3. a. right away
4. b. by the end of the week
5. c. when you have time
6. a. as soon as possible
7. a. by the end of the week
8. b. when you have time

Exercise 3

1. as soon as possible
2. right away
3. by the end of the week
4. when you have time
5. within a week
6. finish the report
7. when you have time
8. right away

Exercise 1

Describing the problem	Negotiating conditions	Responding
- There's a problem with ... - We have an issue with ... - Basically, ... - I can't guarantee ...	- What if we did X? - Would you agree to do Y? - Could you do Y? - Would it be OK if ...?	- Yes, that would be possible. - I think we could do that. - Sorry, that wouldn't be acceptable

Exercise2

Dialogue 1:

- 1. We have an issue with
- 2. What if we ...?
- 3. Could you ...?
- 4. Yes, that would be possible.

Dialogue 2:

- 1. There's a problem with
- 2. Would you agree to ...?
- 3. Sorry, that wouldn't be acceptable.

Exercise 3

- 1. b. "There's a problem with the software update that may delay the launch."
 - This response directly communicates the issue and its potential impact to the client, which is the most suitable way to address this situation.
- 2. c. "Sorry, that wouldn't be acceptable; we need more flexibility in the payment terms."
 - In this context, the response indicates a firm stance in the negotiation for better payment terms.
- 3. a. "Would it be OK if we arranged the shipment for next Monday instead?"
 - This is a polite way to suggest an alternative date for the delivery, suitable when negotiating a change with a client.
- 4. d. "I can't guarantee I'll finish it on time, but I'll do my best."
 - This response manages expectations while showing a willingness to try, fitting the scenario where you're unsure of meeting a deadline.
- 5. e. "Would you agree to a replacement order at no extra cost?"
 - This is an appropriate solution to offer in order to address the customer's dissatisfaction and maintain a positive business relationship.