



## Starter

### It's time to get up

Some people get up at these times to get ready for work. What do you think their jobs could be?

1

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\_\_\_\_\_



2

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3

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**1a**  <sup>1/47</sup> **Listen to two office workers** talking about work. Tick the subjects they talk about.

- 1 People who are often late for work.
- 2 Employees who make private phone calls at work.
- 3 Colleagues who take long lunch breaks.
- 4 People who use the Internet for personal reasons.
- 5 Employees who take cigarette breaks at work.
- 6 Colleagues who chat and stop other people working.

**1b**  <sup>1/48</sup> **Work with a partner. Listen again.**

Partner A: Concentrate on what Angela says about her boss and make a few notes. Partner B: Concentrate on what Barbara says about her two colleagues and make a few notes. Then role play the conversation.

**1c** **Talk in small groups.** Who has experienced any of the things that Angela and Barbara talked about? Tell the group about *your* time-wasting colleagues.

**2a** **Organising your time** at work is sometimes difficult.

Work with a partner and discuss the things that take up a lot of your time. Think about emails, photocopying, meetings, phone calls, visitors, an untidy desk ...

**2b** **Read these time management tips** and then talk to your partner about the tips which could be useful for the problems you talked about in exercise 2a. What other helpful tips do you have? Add two more tips to the list, then share your ideas in class.

## Time management TIPS

- ① Every day, before you start work, spend ten minutes planning your work.
- ② Have a daily to-do list and number the tasks in order of importance.
- ③ Make sure information that you often need is easy to find.
- ④ Set time limits for tasks.
- ⑤ Put important information on a noticeboard on the wall.
- ⑥ Put documents into files at the end of each day.
- ⑦ Group similar jobs together, e.g. photocopying or phone calls, and focus on one task.
- ⑧ Make notes about important meetings or phone calls as soon as they end.
- ⑨ Develop a routine – do similar jobs at the same time every day.
- ⑩ Throw away papers that you don't need.
- ⑪ \_\_\_\_\_
- ⑫ \_\_\_\_\_



## Starter



### Three hours away

From your home, where could you get to in three hours – on foot / by train / by plane?

## Travel Journal

### Ask the Travel Doctor

**Q:** I'm flying to Australia next month – the journey is more than twenty hours. The last time I flew there, I suffered from jet lag. Do you have any tips on how to avoid jet lag?

**A:** Jet lag can happen when you travel long distances across the world's time zones. Your body has natural rhythms of sleeping and eating, linked to changes in light and darkness – your 'body clock'.

When you travel across five or more time zones, e.g. flying from Europe to North America or Asia – it takes time for your body clock to synchronise with the local time. This can mean you have problems sleeping, and that you often feel ill.

Here are some tips to help you to avoid jet lag:

- Try to change your body rhythms – for a few days before you fly, get up earlier or later than usual.
- On the flight, drink water – don't have caffeine or alcohol – and try to sleep.



- If possible, break up very long journeys with an overnights topover.
- From the beginning of your visit, change the times you eat and go to bed to the local time.
- Stay outdoors when you can – natural light will help your body clock to adapt.

The good news is that for most people, jet lag doesn't last more than a few days, so you'll soon be able to enjoy your trip!

**1a** **Read the article** above from an in-flight magazine. What is it about?

**1b** **Cover the article** and answer these questions in class.

- 1 When do people get jet lag?
- 2 What can you do to stop jet lag ...
  - before you travel?
  - on the flight?
  - when you arrive?

**2a** **1/49 Listen to this announcement.** Which continent are they flying in – Africa, North America, Asia, Australia or Europe?

**2b** **1/50 Listen again** and complete the information.

*Ahead of schedule by:* \_\_\_\_\_

*Weather for the rest of the week:* \_\_\_\_\_

*Local time now:* \_\_\_\_\_

*Time difference from New York:* \_\_\_\_\_

*Airport bus goes every:* \_\_\_\_\_

**2c** **In small groups, talk about your experiences** of long flights. What's the longest flight you've ever been on? Where were you travelling? Have you ever experienced jet lag? How did you feel?