

Time Management

CAE Speaking Practice





Questions Part 1

Do you prefer to make plans about the weekends or holidays, or not to plan ahead?

Do you enjoy organising parties?

What are your plans for the next few months?

Would you describe yourself as an organised person?

How do you balance work and your personal life?

How important might planning be in each situation? (Compare and contrast)



The major difference is

...

Whereas

allocate resources

rigorous planning

envision the result
more alert and focused

run a tight ship

Both

In contrast

On the contrary



unforeseen events
eager anticipation
necessary groundwork
cover every eventuality
act on suggestion
exercise great control
over things
encounter a setback

a harebrained
scheme

unveil a plan

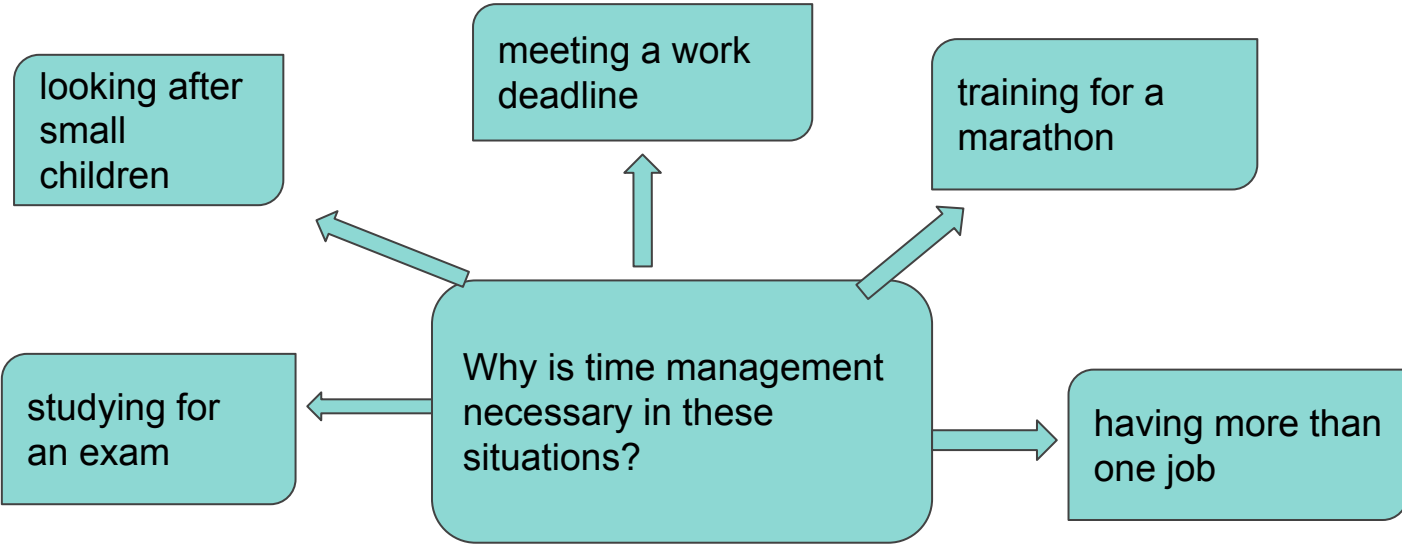
**Why is time important in these situations?
How difficult would it be for people to manage without
sufficient time? 1 min**



How long might the people have taken to prepare for these events?
How might they be feeling? (1 min)



Who do you think will
remember the celebration the
longest? (30 sec)





Part 4

Discuss together (5 min)

Do you think it's a problem if someone is often late for appointments and meetings?

Which aspects of modern life, where time is managed badly, do you find most annoying?

Does modern life make us too anxious about punctuality?

When was the last time you were late, and what caused you to be late?