

Time Management

Part I Culture and Life

There are three conversations in this part, and each of them is followed by two exercises. Try to complete the exercises after hearing them.

Conversation 1

Words and Expressions

staple <i>n.</i>	主要产品；主食
enlightening <i>a.</i>	有启发作用的；使人领悟的

Exercise 1

Directions: Listen to the conversation about how to save your time, and choose the best answer to each of the following questions.

- According to the man, what are people afraid to do?
 - Go to bank.
 - Do banking online.
 - Go to bank website.
 - Go shopping online.
- How much time can people save by banking online?
 - One and a half hours.
 - Up to an hour.
 - Two hours.
 - Up to two hours.
- What do the staples include when you shop online?
 - The brands you use all the time.
 - The paper and cleaning products.
 - The cereals.
 - All of the above.
- What's the man's attitude towards the woman's suggestions?
 - Supportive.
 - Against.
 - Not persuadable.
 - Not mentioned.

5. What's the main idea of the conversation?
 - A. How to do the housekeeping work.
 - B. How to get more hours from the day.
 - C. How to stop wasting time and get things done.
 - D. How to get in touch with Carolyn Forte.

Exercise 2

Directions: Listen to the conversation again, and fill in the blanks according to what you have heard.

1. *Good Housekeeping* magazine has some advice on _____.
2. Some people are afraid to do it, but you say _____.
3. If you are _____, or _____, you can save up to an hour.
4. The second tip is _____. Now, that's really not for everyone, but you actually _____.
5. And _____ if you decide to shop online?

Conversation 2

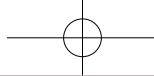
Words and Expressions

priority <i>n.</i>	优先次序; 优先考虑的事情
allocate <i>v.</i>	分配; 拨出
keep track of	记录; 与……保持联系
check off	核对; 经核对无误而在……上作记号

Exercise 1

Directions: Listen to the conversation, and choose the best answer to each of the following questions.

1. What does “be snowed under” mean here?
 - A. Be snowy.
 - B. Be sad.
 - C. Be busy with.
 - D. Be worried about.



2. How can the man be more organized and efficient?
 - A. By reading a book about time management.
 - B. By taking some advice from his friends.
 - C. By arranging his time carefully.
 - D. By surfing the Internet.
3. Which of the following is NOT true according to the man?
 - A. To make a note of the most urgent tasks.
 - B. To assign the deadline.
 - C. To decide the priority of the tasks.
 - D. To finish all tasks as soon as possible.
4. How can people keep track of the task they do according to the man?
 - A. By keeping the list updated.
 - B. By putting reminders on the computer.
 - C. By allocating the time better.
 - D. All of the above.
5. What will the woman do next?
 - A. She will finish her task on her own.
 - B. She will get help from the man and finish her task together.
 - C. She will get some extra time to start her own time management.
 - D. She will give up the task she is doing because it is too tough.

Exercise 2

Directions: Listen to the conversation again, and fill in the blanks according to what you have heard.

1. Definitely. This is what I do. I keep a _____ of all of the things I need to do. Then, I decide which tasks are _____ and which have _____. I write down the deadline I'm given for the task or I _____ a deadline of my own, and I make a note of the most _____ tasks.
2. I do a couple of things. First, I keep my list _____. I check off or _____ those that I've done. I also put _____ for myself on my computer to help me with _____. It helps me to remember my appointments and to _____ my time better.

Conversation 3

Words and Expressions

unplug v.	拔去电源插头
connectedness n.	关联；联系；连通性
self-esteem n.	自尊；自负
embrace v.	拥抱；包含
when it comes to	谈到；涉及
be addicted to	入迷；成瘾
in a way	在某种程度上
lose out	输掉；受损

Exercise 1

Directions: Listen to the conversation, and decide whether the following statements are true (T) or false (F).

- () 1. According to an expert in digital detoxification, there is a sign of digital addiction when a young person would rather play video games inside, alone, than go to the movies or hang out with friends.
- () 2. Ninety-eight percent of American adults have cell phones, and 90 percent of them say they can't live without the phones.
- () 3. Seventy-one percent of teens are on more than one social networking sites, and studies show that social media can sometimes not be great for self-esteem.
- () 4. China and South Korea have not identified the harm of Internet addiction as the Americans do yet.
- () 5. With the Internet and cell phones, 87 percent of the workforce say they can improve their ability to learn new things.

Exercise 2

Directions: Listen to the conversation again, and answer the following questions.

1. What is the result of the study by Common Sense Media?
2. What are some other findings of the study?

3. Why is “the more time people spent on Facebook, the worst they felt about their own lives”?
4. What happened to some Americans according to the speaker?
5. Is the social networking helpful in some people’s opinions? Why or why not?

Part II News

There are three news items in this part, and each of them is followed by two exercises. Try to complete the exercises after hearing them.

Item 1

Words and Expressions

ludicrous <i>a.</i>	荒謬的；可笑的
anatomy <i>n.</i>	解剖；分解
extrovert <i>n.</i>	性格外向的人
crave <i>v.</i>	渴望；恳求
contemplative <i>a.</i>	沉思的
monastery <i>n.</i>	修道院；寺院
convent <i>n.</i>	女修道院
repository <i>n.</i>	智囊；容器；储藏室
heed <i>v.</i>	注意；留心

Exercise 1

Directions: Listen to the news about the influence of smartphones, and put the following sentences in the correct order.

- () 1. On average, 18-30-year-old people check their phones 85 times a day, often for less than 30 seconds, not a very restful way of living.
- () 2. Whenever I stay in a religious community now and enter the pattern of life of monks

or nuns, I often sleep better and feel more rested.

- () 3. I once checked my smartphone in the middle of night. Not often, but I didn't get back to sleep very quickly.
- () 4. A wise person listens well, is attentive and not continuously distracted by other demands. Listening and restfulness seem closely connected.
- () 5. The monastic life is not a commodity. It's a discipline focused on prayer and the worship of God.

Exercise 2

Directions: Listen to the news again, and fill in the blanks according to what you have heard.

1. We're told that _____ of us check our smartphones in the middle of the night.
2. A new survey of _____ people worldwide reported that _____ of them want more rest.
3. Extroverts and _____ alike claim that their most restful activities are things people often do alone — _____, listening to _____, and _____.
4. In this secular age monasteries and convents have challenges _____ the number of guests who want to _____ something of living _____ them.

Item 2

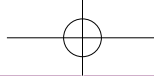
Words and Expressions

overdo <i>n.</i>	过量; 配药量过多
exceed <i>v.</i>	超出; 超过
regulator <i>n.</i>	监管机构; 调整者
step back	后退

Exercise 1

Directions: Listen to the news, and choose the best answer to each of the following questions.

1. How did Americans spend time at work in 1950?
 - A. They spent more working hours than any other country.
 - B. They had fewer working hours than any other industrialized countries.



- C. They spent as many working hours as the Japanese.
D. They did not work long after the World War II.
2. How many working hours were added to the Americans' yearly work schedules between 1969 and 1989?
- A. An average of 183 hours.
B. An average of 138 hours.
C. More than 138 hours.
D. More than 183 hours.
3. What had happened in the 1980s?
- A. More American employees were laid off.
B. The workweek has remained at above 50 hours.
C. The pay-time-off holidays, vacations, sick leave shrank by 50%.
D. People worked less weeks each year.
4. Why did the corporations press their employees to work longer?
- A. Because they have experienced stiff competition and slow growth in productivity.
B. Because they wanted to get more profit.
C. Because they wanted the employees to benefit more from their work.
D. Because they wanted to make products with higher quality.
5. How did some American workers do to preserve their living standard?
- A. They have added hours in overtime or extra jobs.
B. They wanted to cut back on working hours.
C. They wanted the government to take steps to make shorter hours possible.
D. They were unwilling to work overtime.

Exercise 2

Directions: Listen to the news again, and decide whether the following statements are true (T) or false (F).

- () 1. Americans spend less time at work than at any time since World War II.
- () 2. Compared with 1,951 hours a year, the US exceeds every country but Japan whose employees log 2,155 hours a year.
- () 3. The workweek has remained at above 50 hours. But people are working less weeks each year.
- () 4. Cost-cutting lay-offs in the 1980s reduce the professional and managerial ranks, leaving fewer people to get the job done.
- () 5. The government estimates that nine million people hold a second job.



Item 3

Words and Expressions

disgust v.	使厌恶; 使作呕
disguise v.	掩饰; 假装
be content with	对……满意



Exercise 1

Directions: Listen to the news about the more leisure time for the Japanese, and decide whether the following statements are true (T) or false (F).

- () 1. The Western think Japanese work all the time without playing.
- () 2. The government hopes that people will follow that practice, and there is no need for some persuasion.
- () 3. The unions say that shorter hours are a disguised pay cut.
- () 4. The industrialists, who have no objection to the government's plans, admit that shorter hours will help them cut costs.
- () 5. Younger Japanese, unlike their parents, show their support of this case.



Exercise 2

Directions: Listen to the news again, and fill in the blanks according to what you have just heard.

Trying to 1. _____ workers away from their desks and machines, the government said last April that the country should 2. _____ from its 2,100 hours average work year to 3. _____ hours and a 4. _____ week. Beginning in February, banks and stock markets will be closed on 5. _____, staff of civil service will be forced out of their offices two Saturdays 6. _____. The government hopes that others will follow that 7. _____.

Younger Japanese, who 8. _____ be acting against their hard-working parents, show no sign of wanting time off either. But unlike older workers, they do spend money in their spare time. 9. _____ watching television, they dance, dress up, sit in cafes, go to pop concerts and generally drive the leisure-industry 10. _____. Now that they know how to consume, maybe the West can teach them to relax and enjoy themselves, too.

Part III Lectures

There are two lectures in this part, and each of them is followed by two exercises. Try to complete the exercises after hearing them.

Lecture 1

Words and Expressions

substitute v.	代替; 用……代替
discount v.	不重视; 打折扣
multifaceted a.	多层面的
make sense	言之有理; 有意义

Exercise 1

Directions: Listen to the lecture about the Internet Addiction Disorder, and fill in the blanks according to what you have heard.

1. Students today are also spending more time online, _____ the web, emailing, _____, playing games, using Facebook, etc. _____ has it some even use the Internet to research their term papers. The question I'd like us to consider is, are people spending too much time on their computers? Many doctors believe that people can _____ the Internet, the same way people drink too much or _____ too much. They call this problem Internet Addiction Disorder, or IAD _____.
2. Any of this sounds familiar? Well, if so, don't _____. Some doctors _____ the notion of IAD. They claim that IAD is not the same as drug addiction, because the Internet is a useful tool for _____, and also a multifaceted tool for communication. In other words, there is so much to do online that it takes a lot of time. If we think about that for a minute, it _____.

 **Exercise 2**

Directions: Listen to the lecture again, and match Column A with Column B according to what you have heard.

Column A	Column B
1. The first sign	A. Internet use becomes more important than almost anything else.
2. The second sign	B. People use the Internet more often and stay online longer than they intended.
3. The third sign	C. A person wants more time on the Internet.
4. The fourth sign	D. People spend a large amount of time doing things related to the Internet.
5. The fifth sign	E. What happens to people if they cannot get on the Internet.
6. The sixth sign	F. People need to use the Internet to stop these things from happening to their bodies.
7. The seventh sign	G. People substitute online time for social activities.

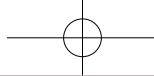
 **Lecture 2****Words and Expressions**

congregate <i>v.</i>	聚集; 集合
impromptu <i>a.</i>	即席的; 即兴的

 **Exercise 1**

Directions: Listen to the lecture about how to live and study in a foreign country, and choose the best answer to each of the following questions.

1. Where does the speaker, Mr. Christopher Gambol, work?
 - A. He works in the organization which hosts the lecture.
 - B. He is a specialist in the field of counseling.
 - C. He works for the British Council.
 - D. He works in a famous university in England.



2. What is the main benefit of living in a foreign country according to some people?
 - A. People can broaden the horizons.
 - B. People can have more opportunities to get good jobs.
 - C. People can live in a wholly different way.
 - D. People can improve their English skills.
3. What do you have to do if you want to improve your English?
 - A. You simply live in a foreign country.
 - B. You work at improving your English.
 - C. You needn't make any effort in a foreign country.
 - D. You must find a good instructor.
4. What do many young students think of their study overseas?
 - A. They think it is a gateway to their future career.
 - B. They regard it as a very important task.
 - C. They view their time overseas as a holiday.
 - D. They don't like their study there at all.
5. Who will benefit from the lecture?
 - A. People who plan to study overseas.
 - B. Potential overseas students.
 - C. People who have studied in a foreign country.
 - D. Both A and B.

Exercise 2

Directions: Listen to the lecture again, and answer the following questions.

1. What's the weather like today?
2. What is the topic for today's lecture?
3. What are the students called when they live and socialize with people from their country?
4. What's the speaker's opinion on the time and energy put in study?

Part IV Appreciation

Directions: Listen to the TED Talk of What We Learn Before We're Born, and see how much you can understand.

Words and Expressions

toddler <i>n.</i>	刚学走步的小孩
assert <i>v.</i>	主张；声称；坚持
implausible <i>a.</i>	难以置信的；不像真实的
fetal <i>a.</i>	胎儿的
abdominal <i>a.</i>	腹部的
muffle <i>v.</i>	蒙住；抑制；发低沉的声音
reverberate <i>v.</i>	使回响；使弹回
rig up	装配；草草做成
contour <i>n.</i>	轮廓；等高线；电路

Part V Oral Practice

1. When you start your new semesters, how would you plan your time properly? And would you like to share your schedule with your classmates?
2. If the freshmen of your college ask you for some suggestions of time management, what kind of advice would you like to give? And how can you help them?