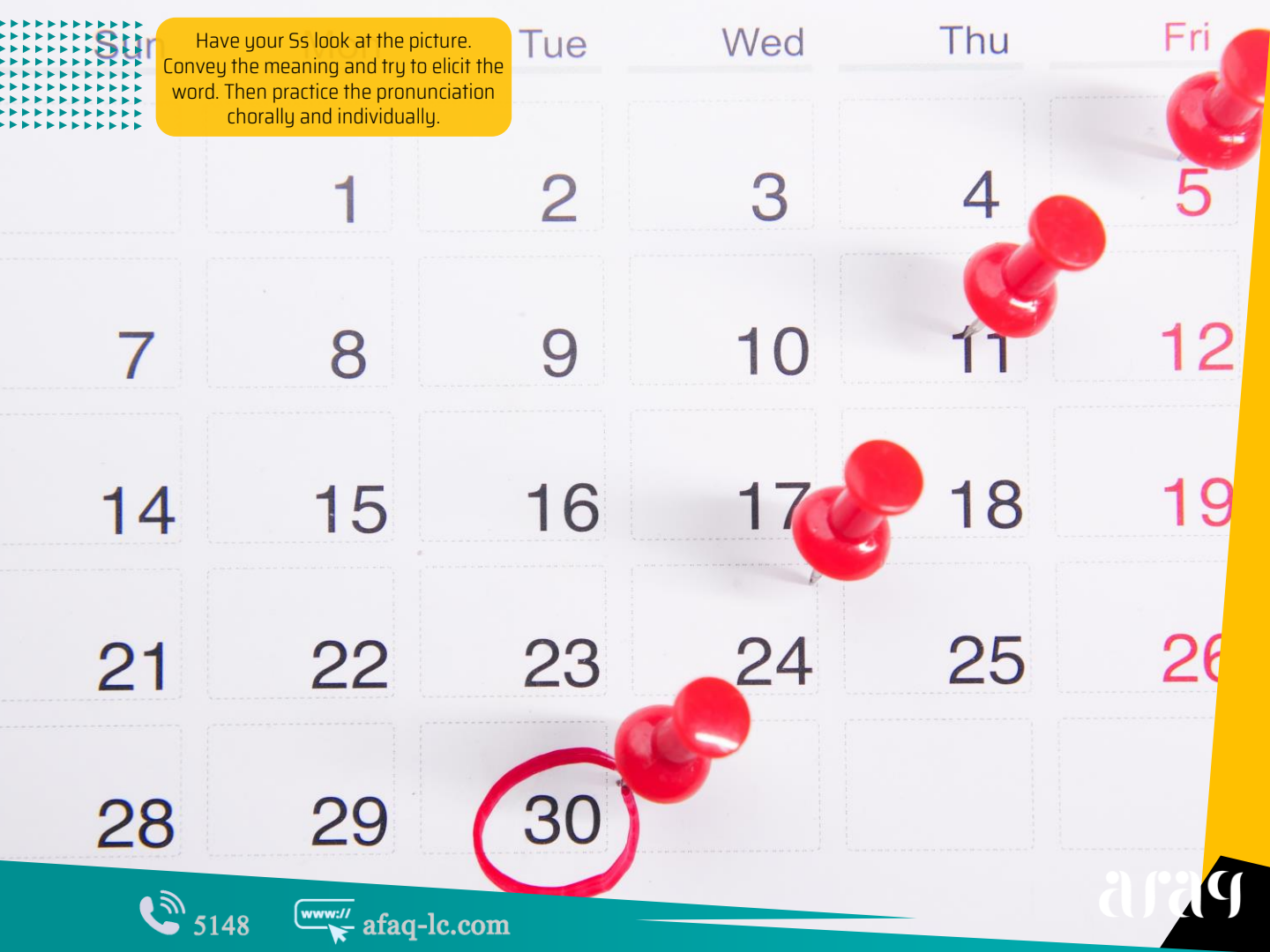


StartUp 4
Reading

Unit7 – Lesson4
Page84


Have your Ss look at the picture. Convey the meaning and try to elicit the word. Then practice the pronunciation chorally and individually.
Tue
Wed
Thu
Fri
1
2
3
4
5
7
8
9
10
11
12
14
15
16
17
18
19
21
22
23
24
25
26
28
29
30


Teach the form of the word. Then ask some concept checking questions.
Tue
Wed
Thu
Fri
1
2
3
4
5
7
8
9
10
11
12
14
15
16
17
18
19
21
22
23
24
25
30
DEADLINE



Have your Ss look at the picture. Convey the meaning and try to elicit the word. Then practice the pronunciation chorally and individually.

Teach the form of the word. Then ask some concept checking questions.



PRODUCTIVE


Have your Ss look at the picture. Convey the meaning and try to elicit the word. Then practice the pronunciation chorally and individually.
Evening Standard
STRIPPED OF HER POWER
5148
www://
afaq-lc.com
afaq

Teach the form of the word. Then ask some concept checking questions.



PILE UP


Have your Ss look at the picture. Convey the meaning and try to elicit the word. Then practice the pronunciation chorally and individually.
CALENDAR PLANNER
SUNDAY
MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY
SATURDAY
Trip to EUROPE !!

Teach the form of the word. Then ask some concept checking questions.



CATCH UP



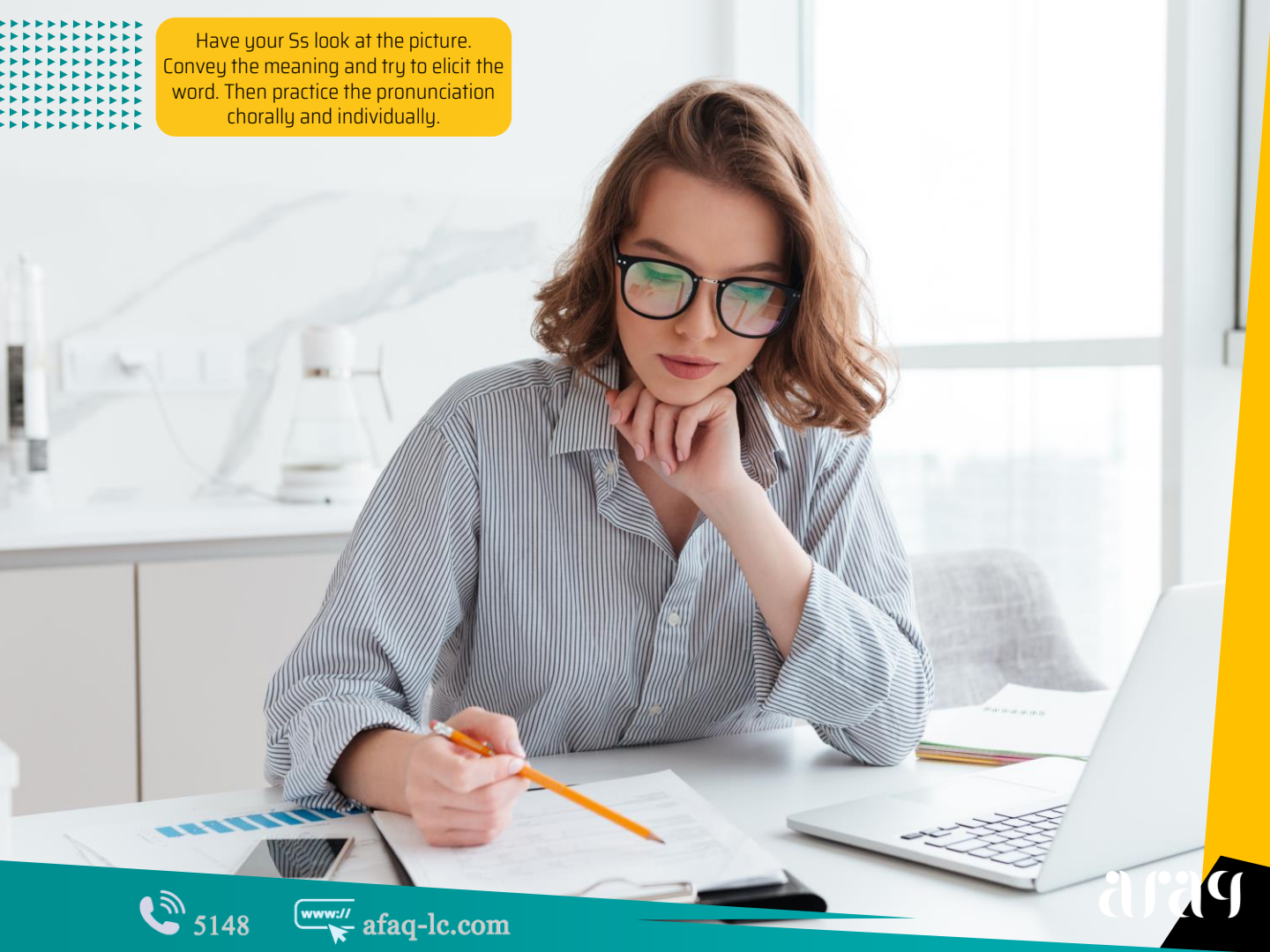
Have your Ss look at the picture. Convey the meaning and try to elicit the word. Then practice the pronunciation chorally and individually.

Teach the form of the word. Then ask some concept checking questions.



DREAD

Have your Ss look at the picture. Convey the meaning and try to elicit the word. Then practice the pronunciation chorally and individually.



Teach the form of the word. Then ask some concept checking questions.



FOCUS



Have your Ss look at the picture. Convey the meaning and try to elicit the word. Then practice the pronunciation chorally and individually.

Teach the form of the word. Then ask some concept checking questions.



DISTRACTED

CHOOSE THE CORRECT WORD.

Complete the sentences with words from the box.

productive	distracted	dread	pile up
deadline	catch up	focus	notifications

1. Dan hates to check his email. He lets the messages _____ so sometimes he misses an important one.
2. Ana never turns off her _____. She always wants to know what's happening.
3. Gabby had to rush so that she didn't miss the last _____.
4. I was on vacation for two weeks. Now I have to work this Saturday to _____.
5. My son can get _____ easily except when he's playing video games.
6. Sometimes Paul listens to music while he works. It helps him _____.
7. I _____ going to long meetings, they are so boring.
8. Rita was the best employee. She always got everything done, she was the most _____.

Have your students make sentences about each picture using the words they have learned. Focus on accuracy.

A PREVIEW Read the title. What good work habits do you think the text will include?

Good work habits



LISTEN TO THE AUDIO CAREFULLY.

7-19

What is the main idea of the post?
Circle the correct answer.

a. No one really knows how we can increase productivity.
b. There are many different strategies for increasing productivity.
c. The author is confused about how to improve her performance.

Good work habits

Last year was a disaster at work. I missed a lot of deadlines and I got a bad performance report. It's a new year and I need to be more productive. So, I asked a lot of successful people about their work habits. I got some good advice and some advice that's—well—a little unusual! Here is what they said:

Tarek, owner of multiple successful restaurants:



- I plan my day in 15-minute blocks, so I don't waste any time.
- I set goals and make a list of steps to meet each of them.
- I keep my meetings short by having "standing" meetings—that's right—no chairs!

Siguri, online store manager:



- It's hard, but I try to stay on top of my email. If I let it pile up, I never catch up.
- I have different music playlists for different purposes—electronic music for meeting deadlines; classical music for increasing creativity.

Kim, a writer and editor:



- I get the most unpleasant jobs out of the way as soon as I get to work. If I don't, I spend all day dreading them and I can't focus.
- I turn off my social media notifications, but I check them every few hours. That way, I don't get distracted with constant messages, but I still stay connected while I'm in the office.
- Every couple of hours, I stop working and do something silly, like watching cat videos. I can get back to work with a smile on my face and plenty of energy.

Vinod, a money manager:



- My job is very stressful. Plants make me feel calm and happy so I keep lots of them in my office. They also increase the amount of oxygen in the room, which helps me focus.
- I also keep fish in my office. They help me relax so I can be more creative. My best ideas come after watching my fish.

I've started following some of this advice. It's only been a few weeks, but I think it's already working. Yesterday, my boss told me how pleased she was with my work. She also asked about the goldfish in my office ☺ !

Comment

Have Ss identify the correct answer. Go over the answer as a class.

B Who probably said it? Write *T* (Tarek), *S* (Siguri), (K) Kim, or (V) Vinod in the blanks.

___ 1. "Your deadline is when? Oh no! Put on some good music and let's get it done!
___ 2. "I'm going back to my office so I can think in peace and quiet."
___ 3. "I'm glad I finished that. Now I can start on the more interesting stuff."
___ 4. "This meeting won't take long."
___ 5. "I finished eight of the ten things on my list today."
___ 6. "Check out this video. It's so cute!"

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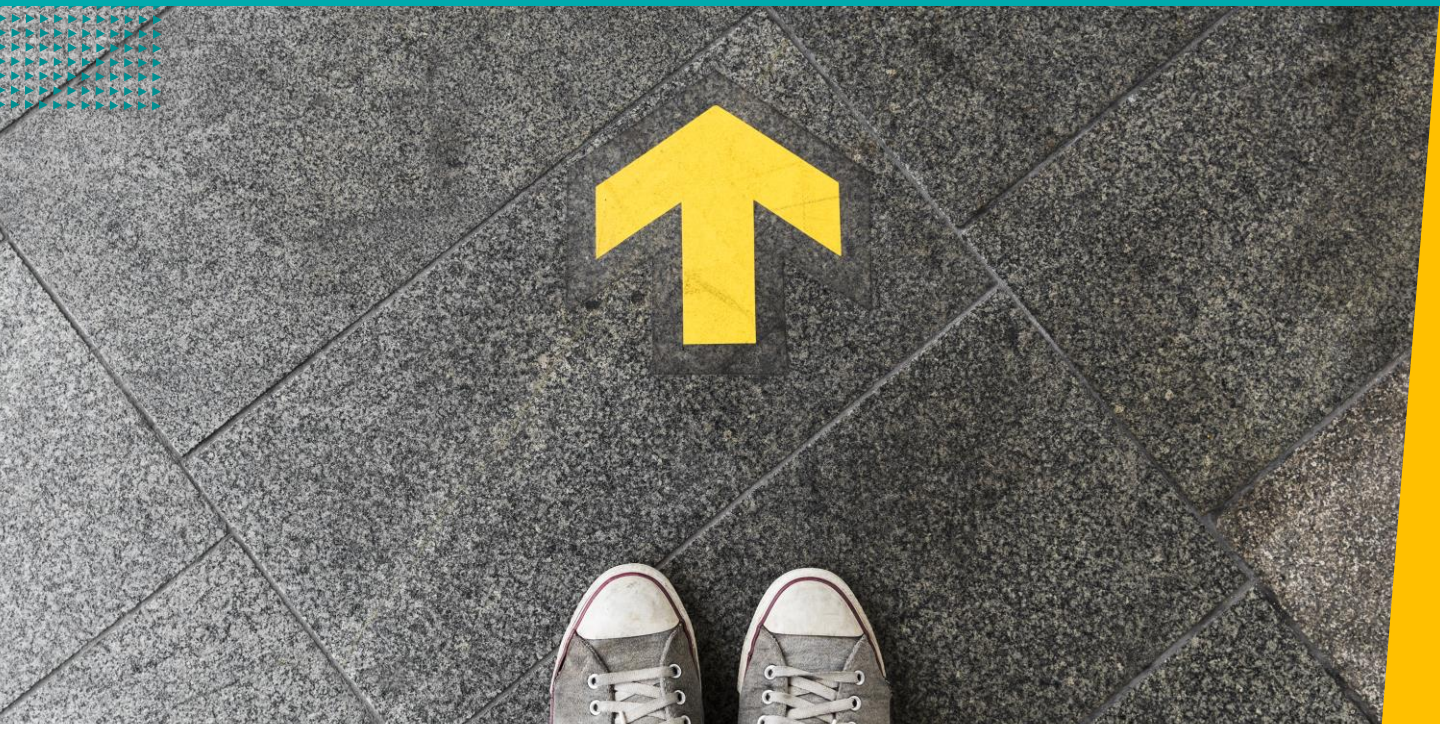


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Have Ss identify the correct meaning. Go over the answer as a class.



C FOCUS ON LANGUAGE Reread lines 16–25 in the blog post. Think about the phrases *on top of* and *out of the way*. Circle the correct answers.

1. The expression *on top of* means ___.
   a. above b. in control of c. not knowing about
2. The expression *out of the way* means ___.
   a. finished b. hidden c. done by somebody else

D Read the Reading Skill. Which of these ideas do the people discuss? Circle three answers.

a. ways to use time efficiently
b. ways to become more confident
c. ways to increase focus
d. ways to keep a work-life balance
e. ways to be more creative

READING SKILL
Synthesize information

When you synthesize information, you read details from different sources and group similar ideas together. Look for parts of the text that say the same thing in different ways and try to figure out what all of these ideas have in common.

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WHAT WAS THE ARTICLE ABOUT? RETELL THE MOST IMPORTANT IDEAS. USE YOUR OWN WORDS.

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Have your Ss tell the summary of the text in breakout rooms.


afaq
Think about how you work or study. Do you think any of the suggestions in the post would work for you?
Discuss your ideas.
Have your Ss answer the questions in the breakout rooms.
5148
www.!
afaq-lc.com

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READ THE SCRIPT AND UNDERLINE ANY NEW WORDS YOU DO NOT KNOW.

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AS HOMEWORK USE A DICTIONARY TO LOOK UP THE WORDS AND LEARN THEM.