

I. Read the text and accomplish the tasks below.

Time management

Our life is like a bubble, a short morning dream. Therefore, we should take good care and make the best use of it. In other words, we must understand the value of time. Time management is basically planning and dividing one's time in a constructive way. For instance, we have a number of activities that have to be taken care of in a particular period of time. So we should be able to plan our activities in such a way that we are able to complete all the work in a given span of time. It is a fact that if man takes care of his 'minutes' then the 'hours' and 'days' will take care of themselves. It is said that "Time is more precious than money". This is because money lost in business or otherwise can be gained or earned again. But time once lost can never come back.

We all grow in time, live in time and ultimately, die in time. There may not be an exact definition of time, but we all know what it is and its great value in a person's life. A man has a lot of wants. We all want fame, success, money, happiness, love, etc. There is no end to our desires. However, only a few are successful, prosperous and happy. These few are the ones who realized the value of time. They made the best use of their time and attained an enviable position in the society.

People who made effective usage of time at their disposal got the best from time. But those who forgot the value of time found to their utter dismay that it was harsh on them later. In other words, successful people use time in the best possible manner to achieve their goals. Most of us waste our precious time in unnecessary things such as gossip, roaming-aimlessly, grieving over the past blunders or day dreaming. It must always be kept in mind that "Time and tide wait for none." Time can be spent wisely or foolishly. The choice is ours and so are its consequences.

They say "A stitch in time saves nine". A proper use of time means the right use of an opportunity. Those of us who miss an opportunity or waste time have to repent all our life. This implies that we must be punctual, disciplined and regular in our work-schedule.

It is foolish to think that we can make up for the lost time. There is a popular saying that "The past is dead and the future is unborn". There are no tomorrows and yesterdays. It is 'today' which is important.

Nr	Items	Results	
1.	Answer the question. <i>What is time management?</i> <hr/> <hr/> <hr/>	A 0 1 2	A 0 1 2
2.	Answer the question. <i>Why is it foolish to think that we can make up for the lost time?</i> <hr/> <hr/> <hr/>	A 0 1 2 3	A 0 1 2 3

3.	Give another title to the text. Write your title in the form of a sentence. <hr/>	A 0 1 2	A 0 1 2
4.	Match the parts together to get entire sentences. 1) Time and tide 2) A stitch in time 3) The time once lost a) saves nine. b) wait for none. c) miss an opportunity. d) can never come back.	A 0 1 2 3 4 5 6	A 0 1 2 3 4 5 6
5.	Identify the correct variant (True/False). Justify your choice. a) <i>Time is less precious than money.</i> T F <hr/> <hr/> b) <i>People who realize the value of time are successful.</i> T F <hr/> <hr/>	A 0 1 2 3 4 5 6	A 0 1 2 3 4 5 6
6.	Express in your own words the saying given in the text. <i>The past is dead and the future is unborn.</i> <hr/> <hr/> <hr/> <hr/>	A 0 1 2 3 4 5	A 0 1 2 3 4 5
7.	What is the main idea of the text? <hr/> <hr/> <hr/> <hr/> <hr/>	A 0 1 2 3 4 5 6	A 0 1 2 3 4 5 6

<p>II. Grammar. Complete the sentences with the correct form of the verbs in brackets. Fill in the gaps with the suitable pronoun, articles and prepositions. Choose the correct form of the words in brackets. Form a noun.</p> <p style="text-align: center;">Dear Mr Clark,</p> <p>Following our telephone conversation, I (<i>write</i>) _____ to complain _____ the portable TV I purchased from your store _____ 2nd April 2013.</p> <p>I had only had _____ set for approximately two weeks when _____ developed a fault. When I (<i>finally/final</i>) _____ received an answer from one of your helpline staff, I was told that an engineer (<i>attend</i>) _____ to the fault the following day. Two days later, when the engineer finally appeared, he (<i>inform</i>) _____ me that the original valve was faulty, and a new one would be required. He assured me that _____ part would be ready within two or three days. Eight weeks (<i>late/later</i>) _____, I'm still waiting _____ the part.</p> <p>I am extremely dissatisfied with the service you have provided. I have phoned (<i>both/all</i>) _____ your helpline and your office on _____ number of occasions, only to be told to try again later as all the lines (be) _____ busy. I (<i>feel</i>) _____ the way my problem has been dealt with has been absolutely appalling, and that I am entitled not only to an (<i>apologize</i>) _____, but also _____ replacement portable TV. I would ask that you give this matter your (<i>most urgent/least urgent</i>) _____ attention and expect (<i>to hear/hear</i>) _____ from you _____ the end of the week.</p> <p style="text-align: right;">Yours sincerely, John Smith</p>	A 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	A 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
<p>III. Civilization.</p> <p>What do you think makes the USA a country interesting for visitors? (10 lines)</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	A 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	A 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

IV. Written production.

Your city has decided to build a statue or monument to honour a famous person in your country. Who would you choose? *(20 lines)*

Use the following plan:

- Make an introduction;
- Express your personal opinion and reasons for it;
- Draw a conclusion.

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