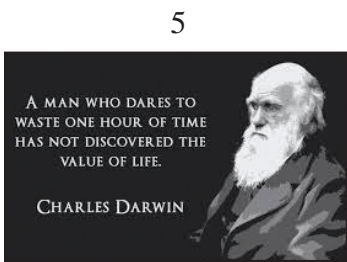
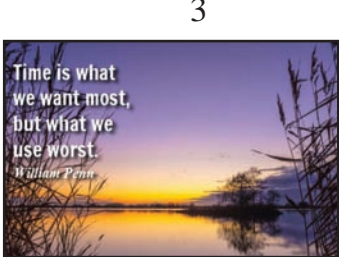


5 BEST USE OF TIME

Activity 1

Speaking

Read the following sayings.



- a) Do you agree with these sayings?
- b) Discuss with your partner and find the message conveyed by them.

Activity 2

Act out

Rajan : Hey, Samith! Where are you going in such a hurry?

Samith : We are late for cricket practices. If we hurry up, we can be there on time.

Hassan : Take it easy. We are also going there.

Rajan : Yes, we needn't run. Most of our friends will be late today.

Samith : Can't you remember the cricket scholarship?

Rajan : Oh, no! I completely forgot that. But not to worry, we'll be late only by a few minutes.

Samith : But, it'll matter. Remember that the early bird catches the worm.

Rajan : Alright, carry on. You can be the early bird. We'll come slowly.

Hassan : Yes, we'll see you there.

Samith : Bye, see you.

Activity 3

Speaking / Writing

Work in groups and discuss the advantages of working on time. List them out.

Activity 4

Listening

Samith was on time for cricket practices. There were only 6 students. The master in-charge of cricket introduced a special guest who was a representative from the Ministry of Education. He briefed them about the cricket scholarship. Samith listened to him attentively and jotted down the important points.

1. Number of scholarships offered:
2. Number of areas to be completed in the application:
3. Where to paste the photograph:
4. Age limit:
5. Tests to be faced by the applicants:
6. Duration of the scholarship:
7. Facilities:
8. Monthly allowance of the scholarship:

Activity 5

Hassan and Rajan came late. They were looking for Samith. They saw some other friends writing something.

Complete their conversation using the phrases given.

Hassan : Hey, Kishan, have you seen Samith?

Kishan :

Rajan : What is he doing there?

Sadeesh :

Hassan : Oh, what are you doing?

Kishan :

Rajan : An application form? What is it for?

Dilan :

Hassan : Where can we also get one?

Kishan :

Rajan : I hope we are not late.

- We're filling in an application form.

- From the representative.

- He must be in the pavilion.

- It's for a cricket scholarship to Australia.

- He's speaking to the representative from the Ministry of Education.

Read aloud

When Hassan and Rajan met the master in-charge, he showed them the following poem which was pasted on the wall of the staff room.

TIME

*To realize the value of one year:
Ask a student who has failed a final exam.*

*To realize the value of one month:
Ask a mother who has given birth to a premature baby.*

*To realize the value of one week:
Ask an editor of a weekly newspaper.*



*To realize the value of one hour:
Ask a diver who dives with an Oxygen cylinder.*

*To realize the value of one minute:
Ask the person who has missed a train, bus or plane.*

*To realize the value of one second:
Ask a person who has survived an accident.*

*To realize the value of one millisecond:
Ask the person who has won a silver medal in the Olympics.*

*Time waits for no one.
Treasure every moment you have.*

*You will treasure it even more when
you can share it with someone special.*

~Author Unknown~

Activity 6

Writing

Complete the table following the example given.

Time lost	Who would know the value of it?
e.g.: One year	a student who has failed a final exam.

b) What is the message given in the poem?

Activity 7

Writing

Hassan and Rajan apologized to their master-in-charge for being late. Write the conversation they had with the master in-charge. Include their excuse and the master -in-charge's advice.

Activity 8

Writing

Study the following newspaper advertisement.

VACANCY

Gajaba Sports Club is looking for a cricket coach for the senior cricket team with following qualifications.

- Should possess more than 10 years of experience in a similar capacity.
- Should be an energetic person with a proven track record.

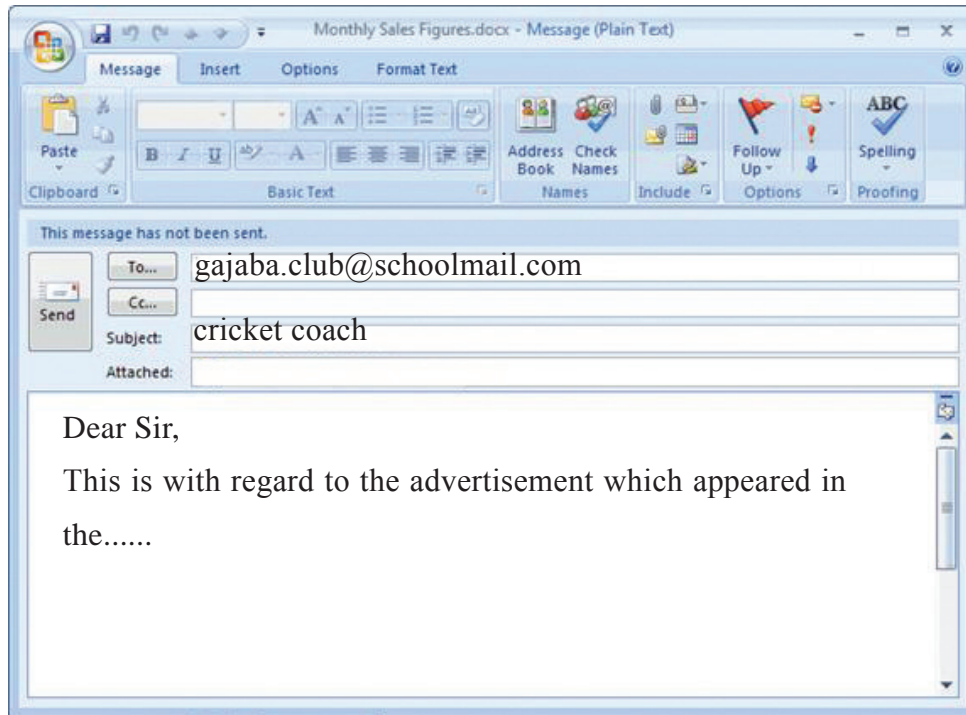
He will be paid an attractive remuneration.

Walk-in interviews every weekday from 8 a.m to 2 p.m at Gajaba Sports Complex building.

Call Mihira – 0178255944 or email: gajaba.club@schoolmail.com for more information.

Secretary
Gajaba Sports Club

Imagine that you are a cricket coach who wishes to apply for the post advertised. Write an email to the Secretary of the Gajaba Sports Club asking for more details (working hours, days and other facilities given). You may use the given format.



Activity 9

Writing

Read the following article and answer the questions that follow.

Anyone who prepares for an exam will have to plan and study according to a timetable. What is the best time of the day to study? For some, it is the daytime and for some others it's at night. However, there are some students who struggle to find a suitable time to study due to many reasons.

After a good night's sleep, people tend to have more energy and become more active during the day. Since most of the people are contactable during the day, it is easy to communicate with teachers, friends and others to clarify any questions that you may have. Furthermore, the natural light you get during the day is better than the artificial light that you use at night.

On the other hand, studying during the night can also be beneficial. During the night, the environment is very quiet. This creates a setting to study peacefully. Hence, there are fewer distractions than the day time. When you study during the night, your creativity will increase and this in turn will help you to understand theories and concepts easily. Your analysing ability also will be greater.

However, the best time to study depends on an individual's personality, nature of the exam, time management, the natural sleep cycle of the person, the resources the person has etc.

Whatever the time you choose to study, it is important to be methodical. First, set a target and keep on recalling your target. Next, give yourself enough time to study and organize your study space. It will also be advantageous to work according to a timetable, use flow charts and diagrams to concentrate on daily lessons, practise past question papers, discuss your answers with others, get necessary clarifications from teachers, organize study groups and associate with friends who have a spirit to study. You should not forget to take regular breaks, eat nutritious food, drink plenty of water and spend time with your family too. Above all, be positive and have faith in yourself. Then, no one can stop you from achieving your target.

A) Complete the table given below on advantages of studying during daytime/night.

Advantages of studying during the daytime	Advantages of studying during the night

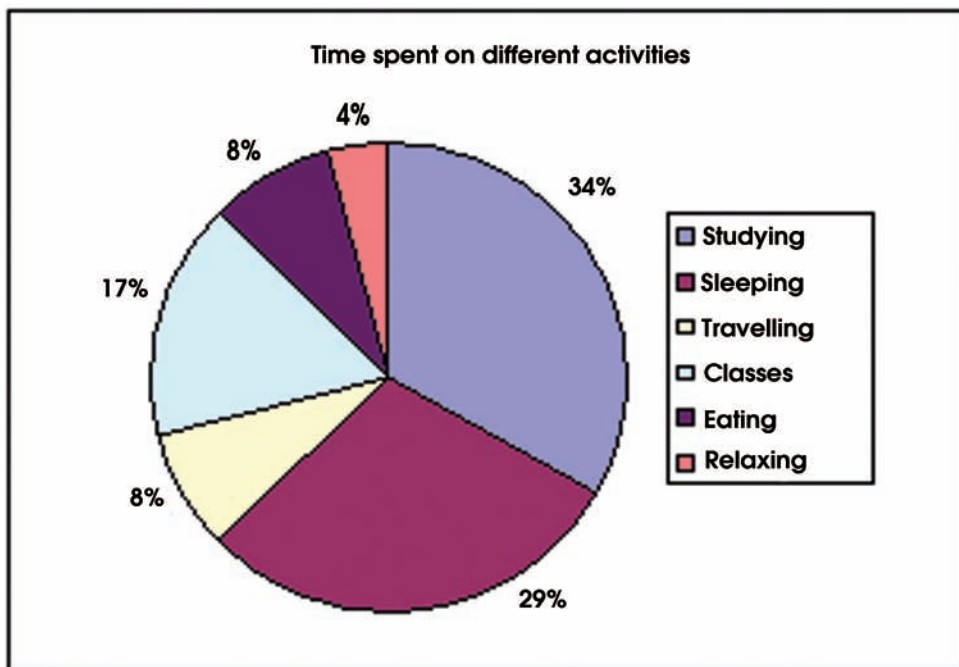
B)

- a) What are the steps you have to follow when studying?
- b) What time of the day do you study? Why?
- c) Give a suitable title to the article.

Activity 10

Writing

Study the following pie chart. It shows the percentage of time spent on different activities by a Grade 11 student. Write a description about the chart. The phrases given may help you.



Lowest percentage

Highest percentage....

Equal amount (of)....

More time.....

Less time.....



REVISION POINT

Suffixes

We can change the word class of certain words with the use of suffixes.

Example:

- slow (adj.) → **slowly** (adv.)
- usual (adj.) → **usually** (adv.)
- rare (adj.) → **rarely** (adv.)
- play (v.) → **playful** (adj.)
- appear (v.) → **appearance** (n.)

Activity 11

Complete the table following the example. You may use a dictionary.

appreciate, calculate, admire, desire, move, tolerate, economy, care, beauty, wonder, fashion, honour, accept, capital, lazy

Noun	Verb	Adjective	Adverb
e.g.: acceptance acceptability	accept	acceptable	unacceptably

Activity 12

Use the correct form of the word in brackets to complete the following story.

One day Mithun (want) to see a dentist to get a tooth extracted. He (make) an appointment with the dentist. Mithun was (give) a date and a time. So he (keep) on recalling the date and time. But, he (be) unsure about the time. However, on the day of the(appoint), Mithun went to see the dentist. When he (enter) the clinic, a lady greeted him (warm) and talked to him (polite). She (ask) for his details and (give) him an appointment number. Mithun put it (careful) into his pocket and waited (patient). He (check) the number several times. His number ... (be) 6 and he entered the room ... (quick) when it (be) his turn. In the room, there (be) two nurses and both were ... (wear) masks and it was difficult to identify them. Nobody (utter) a word. Mithun was (direct) to a chair.

What happened next?

Continue this story and write a suitable ending.

Activity 13

Match the following idioms with their meanings.

Example:

A month of Sundays – a very long period of time

- | | |
|--------------------------------|---|
| 1. Better late than never | To go back to the past |
| 2. Beat the clock | Being old fashioned |
| 3. Turn back the hands of time | The top level of a profession |
| 4. Behind the times | Succeed in something before time is up |
| 5. The big time | Better to do something late than not do it at all |