

LESSON 5

WRITE ADVICE ON HOW TO MANAGE YOUR TIME



LUCAS MORALES

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How much time do you spend on your device each day? How much is too much?

1 BEFORE YOU WRITE

- A** Do you ever feel like it's hard to stop checking your phone? What kind of advice would you give someone who spends too much time on his or her device?
- B** Cara posted a question on social media. Her friend Lucas responded with some advice. Read the post. Why does Lucas think he can help Cara?

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Cara Thompson
 I spend way too much time on my phone. Any tips for how to avoid this?

Lucas Morales
 Hi, Cara. I think I can help with your problem. Last year, I spent almost all my time on my devices, too. I was always online, reading my friends' posts. But then a friend told me a few things that I could do to help me spend less time online. Her advice really helped.
 First, never take your phone to bed. Charge your phone in the kitchen or living room instead. Then you won't be tempted to go online. Next, always shut down your computer when you finish working. You'll be less likely to log in to your favorite sites even for just a minute. And last, try to leave your phone in another room sometimes. Frequently, when I'm spending time with my family or friends, I just don't take my phone with me.
 I think these ideas will help. There are probably a lot more online, but remember, don't spend too much time looking for them. :)

- C** Read the post again. What advice does Lucas give Cara? Take notes in the chart.

Problem	Advice / Details
	Advice / Details
	Advice / Details

2 FOCUS ON WRITING

- A** Read the Writing Skill.
- B** Reread the post. Underline the qualifiers.

WRITING SKILL Use qualifiers

Qualifiers are words or phrases that limit or add to another word's meaning. Qualifiers can make a word stronger (*I spoke very quickly*) or weaker (*He's a little tired*). They give information about things like time (*He's always late*) or quantity (*I like most of my teachers*). Common qualifiers are: *very, quite, more, rather, pretty, really, so, nearly, almost, fairly, somewhat, least, less, a bit, kind of, a little, always, frequently, rarely, seldom, never, sometimes, every, most, few, all, a lot, many.*

3 PLAN YOUR WRITING

- A** Choose one problem below. Think about the problem. What could this person do to spend less time on his or her device? What advice could you give him or her?

1. Lee can't stop playing games on his tablet. His family is upset with him.
2. Ann is constantly using her phone to post on social media. She's failing her classes.
3. Rita watches videos online all day at work. She never finishes her work on time.

Problem	Advice / Details
	Advice / Details
	Advice / Details

- B PAIRS** Describe your advice to your partner.
I think Lee should...

4 WRITE

Write a response to the person you chose in 3A. Give him or her advice, including details and explanations to support your ideas. Remember to use qualifiers. Use the post in 1B as a model.

5 REVISE YOUR WRITING

- A PAIRS** Exchange posts and read your partner's post.
1. Did your partner include advice?
 2. Did your partner include details and explanations to support his or her ideas?
 3. Did your partner use qualifiers?
- B PAIRS** Can your partner improve his or her post? Make suggestions.

6 PROOFREAD

Read your post again. Can you improve your writing?

Check your

- spelling
- punctuation
- capitalization

PUT IT TOGETHER

1 MEDIA PROJECT

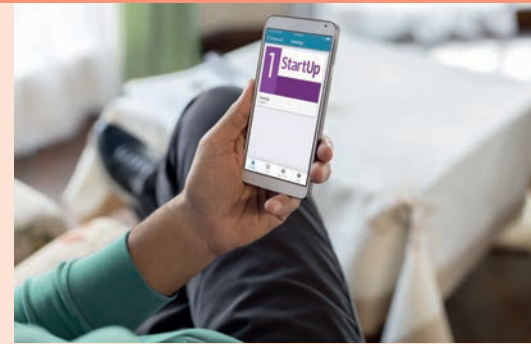


A ▶ 05-21 Listen or watch. What does Ahmed talk about?



B ▶ 05-21 Listen or watch again. Answer the questions.

1. What does Ahmed use the app for? _____
2. What does he like about it? _____
3. How does it help him? _____



C Make your own video.

Step 1 Choose a technology that makes your life or job easier, for example an app or a tool.

Step 2 Make a 30-second video. Talk about how you use it, what you like about it, and how it helps you.

Step 3 Share your video. Answer questions and get feedback.

2 LEARNING STRATEGY

LABEL A PICTURE

Write new vocabulary words on pictures. For example, label the parts of a computer on a picture of a computer. You can do this for all types of words and topics. Writing words on pictures will help you remember the words.



Review the vocabulary words in the unit. What words do you need to learn? Find pictures that represent at least five words or phrases from the unit. Label the pictures. Review the pictures at least once a week.

3 REFLECT AND PLAN

A Look back through the unit. Check (✓) the things you learned. Highlight the things you need to learn.

Speaking objectives

- ☐ Make and respond to suggestions
- ☐ Identify problems and solutions
- ☐ Talk about what you need to do

Vocabulary

- ☐ Technology at work
- ☐ Technology issues and hardware
- ☐ Meeting preparation

Pronunciation

- ☐ Consonant groups
- ☐ Weak and blended pronunciation of to

Grammar

- ☐ *Could* and *should* for suggestions
- ☐ *Will*, *may*, and *might* to express likelihood
- ☐ *Have to* / *Need to* for obligation and necessity

Reading

- ☐ Identify text structure: Problem / Solution

Writing

- ☐ Use qualifiers

B What will you do to learn the things you highlighted? For example, use your app, review your Student Book, or do other practice. Make a plan.

