

Planning and organizing

1 Business situation Getting organized



A **1** Lee Ji-yun works for an international company in Seoul. She is talking to her American co-workers Scott and Ted about time management. Listen to their conversation. Who says what? Write *J* for Ji-yun, *S* for Scott, and *T* for Ted.

- | | |
|---|----------|
| 1 You're good at time management. | <i>S</i> |
| 2 You put in extra time nearly every weekend. | |
| 3 I make to-do lists. | |
| 4 It's helpful to make a daily list. | |
| 5 I wish I had more free time. | |
| 6 I'm way behind schedule. | |
| 7 It's necessary (. . .) to set priorities. | |

B **1** Listen to the conversation again and answer the questions.

- 1 What does Scott find it difficult to do?
- 2 How does Ted manage his time?
- 3 Why does Scott think to-do lists are a waste of time?
- 4 What does Ji-yun's daily to-do list help her to do?
- 5 Why does Scott do unimportant tasks first?
- 6 What will Ted and Ji-yun do to help Scott?

C Work with a partner. Take turns to ask and answer the questions.

- 1 How do you organize your time and remember your appointments? Do you use your phone, sticky notes, or something else? Do you make to-do lists? Why or why not?
- 2 Are you more like Scott or like Ted in your time management? Give reasons.

- ▶ deadline ▶ time management
 ▶ priority ▶ to keep track

I can understand a conversation about time management.

2

Grammar focus

Focus 1: Wishes about the present

A **1** Listen to the conversation in 1A again and complete Scott's wishes.

Facts about Scott	Scott's wishes
Scott <i>doesn't have</i> much free time.	He wishes he more free time.
He <i>gets</i> stressed out.	He wishes he stressed out.
He <i>is</i> not well organized.	He wishes he better organized.
There <i>are</i> not enough hours in the day.	He wishes there more hours in a day.

Complete the rule.

We use *wish* + the tense to express wishes about the present.

With *to be*, we can use *was* or *were* for singular nouns and pronouns:
I wish I was / were better organized.



B Read the facts and complete the sentences.

- I don't have time to relax. I wish *I had time to relax*.
- Scott isn't good at time management. He wishes
- I'm behind schedule. I wish
- Ji-yun and Ted can't help Scott. They wish
- Scott has to put in extra time. He wishes
- Ji-yun doesn't know the answer. She wishes
- I sometimes miss my deadlines. I wish
- Scott's boss always says that time is money. Scott wishes his boss

C Work with a partner. Take turns to ask and answer the questions.

- Where do you wish you were right now?
- Which three things do you wish you owned?
- What do you wish you could spend more time doing?
- What do you wish you could spend less time doing?
- Which talent do you wish you had?
- Which famous person do you wish you could meet? Why?



I wish it was Friday.

- ▶ on schedule ▶ behind schedule
- ▶ quality of life

I can make wishes about the present.

2

Grammar focus

Focus 2: *It's* + adjective + infinitive

D Read the transcript for the conversation in 1A on page 95. Check (✓) the phrases you can find. Then complete the rule.

- | | |
|--|--|
| <input type="checkbox"/> It's difficult to . . . | <input type="checkbox"/> It's helpful to . . . |
| <input type="checkbox"/> It's important to . . . | <input type="checkbox"/> It's not good to . . . |
| <input type="checkbox"/> It's not hard to . . . | <input type="checkbox"/> It's necessary to . . . |
| <input type="checkbox"/> It's not easy to . . . | <input type="checkbox"/> It's useful to . . . |

It's + an adjective is followed by the form of the verb.

We can also use some nouns with *It's* . . . :

It's a good idea to make a to-do list.

It's a difficult question to answer.



E Use *It's* . . . *to* with the words or phrases in the box to complete the sentences. Use each word/phrase only once. Compare your ideas with a partner.

a good idea difficult good important
 not a good idea not easy not nice ~~unhelpful~~

- . . . argue with your co-workers.
It's unhelpful to argue with your co-workers.
- . . . apologize when you have done something wrong.
- . . . learn a foreign language.
- . . . find time to relax after work.
- . . . hear that you are well again.
- . . . manage your time well.
- . . . say unkind things about other people.
- . . . miss your deadlines.



It's not a good idea to shout at your co-workers.

F Make sentences with your own ideas. Compare your ideas with a partner.

- It's dangerous to . . .
- It's not easy to . . .
- It's expensive to . . .
- It's interesting to . . .
- It's not hard to . . .
- It's a good idea to . . .
- It's impossible to . . .
- It's not expensive to . . .



G Work with a partner. Make a list of tips for a good relationship between classmates or friends. Three tips should be with *not* and three tips without *not*.

It's not helpful to criticize a friend's ideas.

It's important to discuss things together.

I can use expressions with *It's* + adjective + infinitive.

3

Listening and speaking

Escaping from the digital world

A **2** Listen to an interview with Japanese businessman Takumi Ito and answer the questions.

- 1 What does work-life balance mean?
- 2 Why does Takumi need a place to escape?
- 3 Name four things that Takumi does in his “escape room.”
- 4 Name three pieces of furniture in the room.
- 5 What effect has the escape room had on Takumi?



B **2** Listen to the interview again. Check (✓) true, false, or not stated. Correct the false statements.

	True	False	Not stated
1 Takumi runs a finance company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 He spent ten hours a day at the computer or on his phone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 He was stressed out because his business wasn't very successful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 He was dissatisfied with his life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Takumi's doctor advised him to change his life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 He decided to create an escape room in his apartment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 The escape room has no machines in it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 The sofas in the escape room are very comfortable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Takumi doesn't allow anyone into his escape room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 His friends and co-workers thought his idea was weird.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C Talking about ... managing stress

Step 1: Rank these situations from 1 (most stressful) to 8 (least stressful).

- | | |
|--|---|
| <input type="checkbox"/> taking exams | <input type="checkbox"/> having too much to do |
| <input type="checkbox"/> giving a presentation | <input type="checkbox"/> meeting new people |
| <input type="checkbox"/> looking for a parking space | <input type="checkbox"/> telephoning in English |
| <input type="checkbox"/> traveling during rush hour | <input type="checkbox"/> flying |

Step 2: Work with a partner. Talk about your ranking and give reasons.

For me ... is the most / the least stressful situation because ...

Step 3: With your partner, make a list of what you can do to manage stress.

I do sports / go to the gym ... My girlfriend watches movies / does yoga ...

Step 4: Work with another pair. Take turns to ask and answer questions about the things on your list from Step 3.

*... helps me to relax. Have you ever tried it?
 How did it feel? Was it effective for you? Why not?
 Do you wish you could try ... ? Why or why not?*

- ▶ work-life balance time-out
 creative

I can understand an interview about escaping from the digital world.

4

Vocabulary focus

Time and money

A Which verbs can you use with *time* and *money*. Write *T* for time, *M* for money, and *B* for both.

- | | | | | |
|----------------------------------|---------------------------------|-------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> deposit | <input type="checkbox"/> have | <input type="checkbox"/> lend | <input type="checkbox"/> run out of | <input type="checkbox"/> tell (the) |
| <input type="checkbox"/> earn | <input type="checkbox"/> invest | <input type="checkbox"/> lose | <input type="checkbox"/> save | <input type="checkbox"/> waste |
| <input type="checkbox"/> find | <input type="checkbox"/> kill | <input type="checkbox"/> make | <input type="checkbox"/> spend | |

B Underline the correct word or phrase to complete the sentences.

The meeting started at 9:00 AM.

I arrived on time. = I arrived at 9:00 AM. (punctual, neither early nor late)

I arrived in time. = I arrived before 9:00 AM. (with time to spare)



- You waste money when you spend it on **useful** / **useless** things.
- When you kill time, you do **important** / **unimportant** things to pass the time.
- It is better not to **lend** / **borrow** money from anyone.
- The 12:30 train arrived **in** / **on** time.
- If you run out of time you have **a little** / **no** time left.
- My employer **deposits** / **saves** my salary in my bank account.
- You need to **save** / **invest** a lot of time to learn a foreign language.
- I nearly forgot the appointment, but I remembered it just **in** / **on** time.



C Which is the odd word out?

- | | | | |
|-----------|---|--|--|
| 1 arrange | <input type="checkbox"/> a meeting | <input type="checkbox"/> an appointment | <input checked="" type="checkbox"/> a deadline |
| 2 keep | <input type="checkbox"/> up-to-date | <input type="checkbox"/> a plan | <input type="checkbox"/> track |
| 3 meet | <input type="checkbox"/> an arrangement | <input type="checkbox"/> a deadline | <input type="checkbox"/> a client |
| 4 miss | <input type="checkbox"/> a deadline | <input type="checkbox"/> a schedule | <input type="checkbox"/> an appointment |
| 5 finish | <input type="checkbox"/> on schedule | <input type="checkbox"/> on time | <input type="checkbox"/> up-to-date |
| 6 set | <input type="checkbox"/> priorities | <input type="checkbox"/> an agenda | <input type="checkbox"/> a time limit |
| 7 manage | <input type="checkbox"/> stress | <input type="checkbox"/> work-life balance | <input type="checkbox"/> time |

D Work with a partner. Take turns to ask and answer the questions.

- Do you ever waste time or money? On what?
- What is more important for you to have – time or money?
- What would you do if you needed some money quickly?
- What deadlines do you have to meet in everyday life?
- What is a good work-life balance for you?



E Match the comments 1 to 5 with the responses A to E.

1 I don't like the way he wastes money.

2 I wish I knew how to make money quickly.

3 I'm a little low on money. Can you lend me some?

4 Have you ever invested any money?

5 Did you have enough money for your trip?

A Yes, but unfortunately I didn't make much profit.

B No, I ran out and had to borrow some.

C I know. He buys the most useless things.

D Sorry, I can't help you out. I don't have much either.

E You could go on a quiz show and win some.

F Work in groups of three. You have ten minutes to think of ways of saving money. The group with the most ideas wins!

- switch off machines to save energy
- don't eat in restaurants
- ...

G ▶ **Key words** Look at the words at the bottom of pages 1–4. Choose the best words to complete the sentences.

- 1 Scott has to put in extra time because he is
- 2 If you feel you have a high you are satisfied with the way you live.
- 3 An electronic agenda can help you to of your appointments.
- 4 Takumi takes a in a special room.
- 5 Fortunately we are and will be able to meet the
- 6 You should set and do the important things first.
- 7 Tim is good at and organizes his work well.
- 8 Relaxing helps Takumi to be more

I can talk about time and money, using words that go together.

5

Reading

The wedding planners

A **Before you read** Work with a partner. Make a list of the things you need to organize for a wedding (e.g., clothes, a photographer, a venue for the ceremony, etc.). Then skim the article to see if you can find any of the things on your list.

Asian Business Online

looks at a booming business in South Korea.



Wedding planning is a US\$15 billion industry in South Korea, thanks not only to Korean couples who use companies such as Your Wedding and Design-a-Wedding to organize their big day, but also to Chinese clients who love all things South Korean.

More than a quarter of all tourists to South Korea come from China, but the attraction for a small but growing number of wealthy couples is not the country's historic places and good food. They fly to Seoul or Jeju Island for the weekend to have wedding pictures taken!

Last year 2.5 million Chinese visitors paid between \$2,000 and \$4,000 for a wedding planner's package that includes transportation, hotel, interpreter, hairdressing, makeup, and a photograph album of wedding pictures.

The trend among the Chinese to copy the hairstyles, makeup, and fashions of South Korean celebrities has helped to boost the industry. "We always watch South Korean TV shows," says Zhang Li Jing from Beijing. "The singers and actors are just so stylish. We want to look our best in our wedding pictures, so we came here to Seoul."

After three hours with hairdressers and makeup artists, Li Jing and her bridegroom Feng are now ready for the photographer. They will spend the next six hours in front of the camera, with South Korean pop music in the background. Now and then helpers will refresh their makeup and attend to their hair.

Lim Seo-yun, deputy director of Design-a-Wedding says Chinese customers coming to Seoul total around 40 to 50 couples per month, and those going to Jeju Island about 20 to 30 couples per month on average. "These photo shoots are big business for South Korea," she says.

B **The main idea** Find and correct four mistakes in the text below.

Tourism is a US\$15 billion industry in South Korea. Most tourists come from China. Li Jing and her bridegroom Feng have come to Jeju Island for a photo shoot. They love all things South Korean, especially the historic places and the food.

C **Comprehension** Complete the sentences

- 1 Korean couples use wedding planning companies to
- 2 Wealthy couples from China go to South Korea to
- 3 A wedding planner's package costs
- 4 A wedding planner's package includes
- 5 There is a trend in China to
- 6 Li Jing and Feng want to look as stylish as
- 7 During the photo shoot, Li Jing and Feng can listen to
- 8 Lim Seo-yun works as the

D **Now you** Are there any celebrities in your country that you admire? Why do you admire them?

I can understand an article about wedding planners in South Korea.

6

Culture focus

Who works the hardest?

A **3** Journalist Linda Reed is talking to Professor Stephen Leaver from the University of South Australia's Centre for Work+Life about his research into work hours in different countries. Listen to the conversation. Mark (X) the countries you don't hear.

- | | | |
|------------------------------------|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Argentina | <input type="checkbox"/> China | <input type="checkbox"/> Japan |
| <input type="checkbox"/> Australia | <input type="checkbox"/> Germany | <input type="checkbox"/> Poland |
| <input type="checkbox"/> Austria | <input type="checkbox"/> Hungary | <input type="checkbox"/> Portugal |
| <input type="checkbox"/> Chile | <input type="checkbox"/> Indonesia | <input type="checkbox"/> South Korea |

B **3** Listen to the conversation again and complete the sentences with a country from 6A.

- About 40 percent of workers in think they work too hard.
- and have a reputation for hard work.
- The average work time in is now the same as in
- The average number of work hours in some South American countries, for example and, is over 40 per week.
- It's the same in some Eastern European countries, such as and
- has a very high level of productivity.
- and offer the most days off.
- In the legal minimum is 10 days paid leave and in it is 15.



C **3** Listen again and answer the questions.

- How many hours a week on average do the people work in . . .
 - Australia?
 - Japan?
 - South Korea?
 - Chile?
 - Poland?
 - Germany?
- How much paid annual leave do workers have a right to in
 - Portugal and Austria?
 - Australia?
 - Japan?
 - South Korea?
- How and why are work hours changing in Japan?
- "Working longer doesn't mean working better." Give an example.
- Why don't people in some countries take all the leave they are allowed?



How do I do it? I just stay the night.

D What do you know about work hours and annual leave in your country?

I can understand an interview about work hours in different countries.