

1

Read the text and answer the questions.

How to Make Quick Decisions?

Everybody should balance out their decision-making processes for unexpected developments. And this usually causes trouble. For this reason, nowadays, people are reading more books, participating in different seminars and getting help from different experts to learn how to arrive at a right decision at the right time. The psychologists suggest many techniques on this issue. In this article, we have summed up the most common ones for you. Here are 5 top tips to help you dive into your decisions head first.

Think black and white

Sometimes we have more choices than we actually want or need. In this case, simply consider your options as good or bad. This will help you clear out the less optimal decisions. If you focus on every detail, this approach is ideal for you.

The 2-minute-rule

Set the timer and start the process. If you want to make a fast decision, the time limit will help you run through the advantages and disadvantages quickly while coming to a decision. If you are not a fast decision maker, this tip is a life saver for you. The two-minute is not a must, anything from one to five minute will also work.

Put your choices in a hat

Sometimes all options seem to have equal value for us. At those times, write down your best ones on separate pieces of paper and put them in a hat/bag. Pull out one of them randomly and make it your decision. We can sometimes rely on good luck.

Focus on the present

We shouldn't be overwhelmed with the big picture all the time. Trying to see how our decision will affect the future is mentally exhausting. Live in the moment, make a decision, then engage yourself in the next step.

Embrace the idea of failure

Slow decision makers generally have a fear of failure, so they overthink the situation. Ultimately, they run the risk of making no decision, at all. They waste their time and energy on small details and exaggerate analyzing. At these times, we should keep in mind that delaying the decision-making process is sometimes worse than making a bad decision or at least, we can learn a lot from it.

If we want to have control over lives and decisions, we should risk failing with our decisions. Otherwise, others or outer effects will dominate our lives.



- Why are people participating in different seminars nowadays?
Because they want to learn how to arrive at a right decision at the right time.
- How many tips does the writer suggest? What are they?
The writer suggests five tips. They are; thinking black and white, the 2-minute-rule, putting it in a hat, focusing on the present, embracing the idea of failure.
- How does the 2-minute-rule work?
The 2-minute-rule works if people want to make a fast decision, the time limit will help them run through the pros and cons quickly.
- In which condition do we have to rely on good luck?
We have to rely on good luck in 'put it in a hat' tip.
- Which tip is the most helpful for you? Why?
Students' own answers

2 A

Michael has a plan for each day next week. Read his diary and write sentences.

Monday	meet Sam
Tuesday	study Maths
Wednesday	play basketball
Thursday	have lunch with Lisa
Friday	work late
Saturday	wander stores
Sunday	clean the house

E.g. On Monday, he is going to meet Sam.

- On Tuesday, he is going to study Maths.
- On Wednesday, he is going to play basketball.
- On Thursday, he is going to have lunch with Lisa.
- On Friday, he is going to work late.
- On Saturday, he is going to wander stores.
- On Sunday, he is going to clean the house.

3 A

Rashida and Pamela are trying to make an arrangement. Complete the dialogue using the words in the box.

let's join doing like about

Rashida Would you like to go to the theatre on Sunday?

Pamela I'm afraid, I can't
(1) join you on Sunday. I am going to be out of the city, then.

Rashida Oh well, doesn't matter! What
(2) about Monday?

Pamela I think that will be OK. I am not
(3) doing anything on Monday.

Rashida Great! Then,
(4) let's meet at five o'clock in front of the theatre hall.

Pamela OK. See you there.

2 B

What are you doing at these times? Complete the sentences for yourself.

- I this evening.
- I tomorrow evening.
- I next week.
- I on Saturday.
- I on Wednesday evening.

3 B

Write the dialogue in exercise 3 A again using the expressions in the box.

Saturday is fine	Shall we meet at eight o'clock
How about Saturday	Why don't we go to the cinema

Rashida ...Why don't we go to the cinema on
.....Friday?.....

Pamela I'm afraid, I can't make it on Friday. I am going to be out of the city.

Rashida Oh well, doesn't matter!
(1) How about Saturday ?

Pamela I think that will be OK.
(2) Saturday is fine.

Rashida Great! Then, (3) shall we meet at eight o'clock in front of the theatre hall?

Pamela OK. See you there.



4

Read the statements and choose the best answer. Be careful with planned and unplanned actions/situations.

E.g. James called. He's coming over for lunch.

A. Great! I'll cook.

B. Great! I'm going to cook.

1. Do you have any plans for the weekend?

A. Yes, we will visit our grandparents.

B. Yes, we're going to visit our grandparents.

2. Jane, can you wash the dishes?

A. I'll wash them in a minute.

B. I'm going to wash them in a minute.

3. What is Samuel doing with that phone?

A. He will call and order a pizza.

B. He's going to call and order a pizza.

4. Why are you meeting Alice tonight?

A. She will help me with my wedding preparations.

B. She is going to help me with my wedding preparations.

5. I'm hungry. The refrigerator is empty.

A. Don't worry. I'll make a sandwich for you.

B. Don't worry. I'm going to make a sandwich for you.

6. Why don't you go to bed? It's too late.

A. I will have a test tomorrow.

B. I am going to have a test tomorrow.

7. Look at those black clouds!

A. It will rain.

B. It is going to rain.

8. Do you need a car for tomorrow?

A. No. Carol will drive me to the office.

B. No. Carol is going to drive me to the office.

9. Jason, I need your help. The TV is out of order.

A. Calm down! I'll be right there.

B. Calm down! I'm going to be right there.

10. The phone is ringing.

A. OK. I'll get it.

B. OK. I am going to get it.

5

Complete the dialogue between Tim and his wife Sandy to make it meaningful using the affirmative, negative and interrogative forms of 'be going to'. The first one is done for you.

Sandy Will you get ready, Tim?

Tim I don't want to. This isn't going to be a funny dinner. I
(1) am going to stay in.

Sandy Come on. It (2) isn't going to be boring. It
(3) is going to be fun.

Tim Kate (4) is going to show her holiday photos.
Patrick (5) is going to talk about his camping adventures. We are going to listen to him talk about everything in details and this chat (6) is going to put me to sleep. By the way, what (7) are we going to have for dinner?

Sandy We (8) are going to eat beef steak.

Tim Come on! I don't want to eat overcooked meat. Patrick (9) is going to overgrill them again, but still, he (10) is going to boast about his perfect barbecue skill, all night.

Sandy Sweetie, we had better quit it here. You know they're our besties. I'm sure you love their chat.

Tim Don't worry! Just kidding. I (11) am going to be ready in a minute.



6

Look at Mandy’s calendar and make sentences for her using future time expressions. The first one has been done for you. (Remember that today is June, the first.)

JUNE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 ☀️	2 dentist appointment 3 pm	3 dinner with grannies	4
5 English course 7 pm	6 friends meeting	7	8 eye-check	9 volleyball training 5.30 pm	10	11 theatre club
12 Maths course 7 pm	13	14	15 final exam	16	17	18 Study group 5 pm
19 Dog to vet	20 Pay day of the dorm	21	22	23 deadline of my last assignment	24 school ends!	25
26	27 flight to Rome	28	29	30	31	→

E.g. go on holiday

She is going to fly to Rome on June 27th.

1. have dinner with grandparents
2. meet friends
3. see the optician
4. submit her assignment
5. take her final exam
6. meet her study group
7. pay the fees for the dorm
8. take her dog to vet
9. attend the English course
10. have an appointment with the dentist

- She is going to have dinner with grandparents the day after tomorrow.
- She is going to meet friends on June 6th/ next week.
- She is going to see the optician on June 8th/ next week.
- She is going to submit her assignment on June 23rd.
- She is going to take her final exam on June 15th.
- She is going to meet her study group on June 18th.
- She is going to pay the fees for the dorm on June 20th.
- She is going to take her dog to vet on June 19th.
- She is going to attend the English course on June 5th/ next week.
- She is going to have an appointment with the dentist tomorrow.



7

Read the dialogues and fill in the blanks with the appropriate response in the box.

a. I'll lend you mine.

b. It's OK. I'll open it.

c. They are going to buy a new car.

d. He is going to travel round Scandinavian countries.

e. I'll get an aspirin for you.

f. I'll help you wash the car.

g. I'm going to stay at home and watch the football match on TV.

h. I'll take the fastest route.

Eg.



Jen I haven't got a dictionary.
Tom I'll lend you mine.
Jen Thanks a lot. You're so kind.

1



Pam Oh, I'm late! I'm going to miss the meeting, again.
Tim Don't worry!h.....
Pam You're great, honey!

2



Carol The bell is ringing.
Patriciab.....
Carol If it's Jessie, say I'm out.

3



Peter What are you doing on Friday evening?
Sonnyg.....
Peter Oh, sure. It's the championship match, isn't it?

4



Sam Why are Dave and Laura saving money?
Joec.....
Sam Does that mean they are going to sell the old one?

5



Casey What's Mr. Robinson doing this summer?
Glennd.....
Casey He's so lucky!

6



Marry I've got a terrible headache.
Jenny Have you? Wait here,e.....
Marry I'll be glad, Jenny.

7



Dad Why are you filling that bucket with water, honey?
Girlf.....
Dad You're so kind, my sweetie.

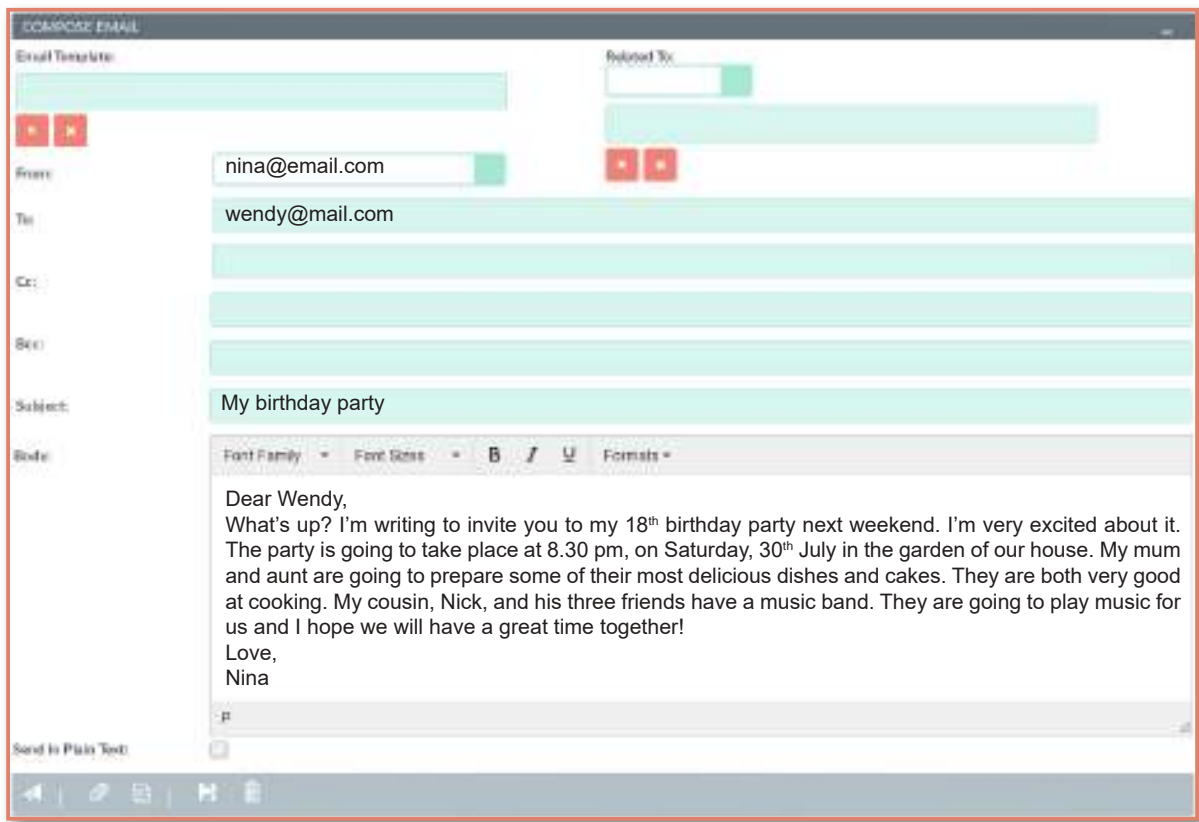
8

Reorder the dialogue. The first two are done for you.

- 8 Why don't you join us? You know my family. They will be happy to see you there.
- 3 And what about Sunday evening? Are you free?
- 4 We're having a barbecue in the garden. It's my parents' 16th marriage anniversary.
- 10 At 6 o'clock, in our garden.
- 5 That sounds fun. This means that we cannot meet each other until Monday.
- 9 Really? I will be happy, too. What time will the barbecue start?
- 11 OK then, I will be there at around 6 o'clock.
- 6 What about you? What are you doing on Sunday evening?
- 2 I'm watching a football match on TV with my friends.
- 1 Are you doing anything on Saturday evening?
- 7 I don't have a plan. I will be at home all day.

9 A

Read the e-mail and answer the questions.



- 1. Why is Nina writing an e-mail to Wendy? Nina is writing an e-mail to Wendy to invite her to 18th birthday party.
- 2. When is the birthday party going to take place? The birthday party is going to take place on Saturday, 30th July at 8.30 pm.
- 3. Where is the birthday party going to take place? The birthday party is going to take place in the garden of Nina's house.
- 4. Who is going to prepare the food? Nina's mother and aunt are going to prepare the food.
- 5. Is Nick going to play music alone? No, he isn't.

9 B

Choose one of the following parties below. Plan your party and write an invitation e-mail to one of your friends.



Birthday party



Graduation party



Garden party



Barbecue party

COMPOSE EMAIL

Email Title:

Related To:

From:

To:

Cc:

Bcc:

Subject:

Body:

Font Family Font Size **B** *I* U **Formals** =

Students' own answers.

-P

Send in Plain Text: