

## 3.2 The changing face of work

### Vocabulary collocations with *time* and *money*

1 Complete each sentence with *time* or *money*. Sometimes both are possible.

- 1 That is a complete waste of time/money.
- 2 I wanted to do it, but I completely ran out of \_\_\_\_\_.
- 3 You can use an app to learn vocabulary while you're killing \_\_\_\_\_ on the bus.
- 4 It is very easy to lose \_\_\_\_\_ when you set up a new business.
- 5 He won quite a lot of \_\_\_\_\_ in a competition to design a new kind of car.
- 6 Don't try to do too many tasks at once to save \_\_\_\_\_. It will all just end up taking longer.

2 Complete the second sentence so that it means the same as the first, using the word in bold.

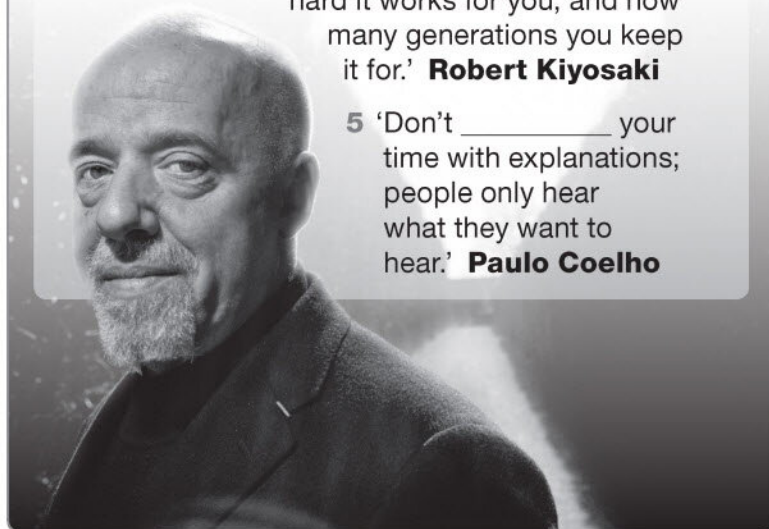
- 1 The train was late, so I kept busy by reading a book. **killed**  
The train was late, so I killed time by reading a book.
- 2 I didn't have much money, so I took sandwiches rather than buying lunch. **short**  
I \_\_\_\_\_ money, so I took sandwiches rather than buying lunch.
- 3 He gives a lot of time to his business. **invests**  
He \_\_\_\_\_ his business.
- 4 It is important to pick your moment if you want to ask for a pay rise. **time**  
If you want to ask for a pay rise, it is important to \_\_\_\_\_.
- 5 Hurry up, you are nearly out of time! **running**  
Hurry up, you are \_\_\_\_\_ time!
- 6 Don't waste all your money on buying rubbish. **fritter**  
Don't \_\_\_\_\_ all your money on buying rubbish.

➔ **STUDY TIP** Try to learn collocations and fixed phrases in a sentence so you remember how they are used.

3a Complete each quote with the correct form of a collocating verb from the box. One verb is used twice.

earn make save ~~spend~~ waste

- 1 'Too many people spend money they haven't earned ... to buy things they don't want ... to impress people that they don't like.' **Will Rogers**
- 2 'A penny \_\_\_\_\_ is a penny \_\_\_\_\_.'  
**Benjamin Franklin**
- 3 'Don't \_\_\_\_\_ time beating on a wall, hoping to transform it into a door.' **Coco Chanel**
- 4 'It's not how much money you \_\_\_\_\_, but how much money you keep, how hard it works for you, and how many generations you keep it for.' **Robert Kiyosaki**
- 5 'Don't \_\_\_\_\_ your time with explanations; people only hear what they want to hear.' **Paulo Coelho**



b 3.3) Listen and check your answers. Other verbs may also be possible.

### Grammar talking about the future (2)

4 Complete the sentences using either *will* + verb or *will* + *be* + verb + *-ing*.

- 1 This time next week, I will be sitting (sit) on a beach. I can't wait.
- 2 Be careful, or you \_\_\_\_\_ (fall) on the ice.
- 3 Good luck with the interview. I \_\_\_\_\_ (think) of you tomorrow.
- 4 Don't call at midnight, I \_\_\_\_\_ (sleep).
- 5 I promise I \_\_\_\_\_ (help) you.
- 6 When I get there, I'm sure he \_\_\_\_\_ (wait) for me.

## 5 Circle the best option to complete each sentence.

- 1 My parents are coming to stay next month. I hope I \_\_\_\_\_ decorating the house by then.  
a will have finished  
b will be finishing  
c am finishing
- 2 Imagine! This time next year I \_\_\_\_\_ on the other side of the world.  
a live  
b will be living  
c will have lived
- 3 Look at that tree. It's really leaning over – I think it \_\_\_\_\_.  
a will have fallen  
b is going to fall  
c will be falling
- 4 I \_\_\_\_\_ Sara at 4 p.m., but I could meet you after that.  
a see  
b will have seen  
c am seeing
- 5 A Mark's really late.  
B Don't worry, I'm sure \_\_\_\_\_ here soon.  
a he'll be  
b he's being  
c he'll have been
- 6 When do you think you \_\_\_\_\_ enough money to buy a house?  
a save  
b will be saving  
c will have saved

## 6 Complete the article with the correct future continuous or future perfect form of the verbs in brackets.

**PRONUNCIATION** auxiliary: *have*

- 7a 3.4 ))) Listen and write three sentences.
- b 3.4 ))) Listen again. Notice the pronunciation of *have*.
- c 3.4 ))) Listen again and repeat.

## Three things you're doing which seem productive, but aren't ...

In the busy world of work, it always seems that we <sup>1</sup> *will never have finished* (never/finish) everything before the deadline. So most of us have developed strategies to help us get things done more quickly. Unfortunately, some of these strategies don't help as much as we think they do.

### Keeping your to-do list in your head

If you don't write down what you have to do, you may save a couple of minutes, but it's likely that you <sup>2</sup> \_\_\_\_\_ (wake up) in the middle of the night, thinking about your tasks. It would be much better to write it down and then deal with each task one by one.

### Putting the most important task at the top of your list

Putting a task at the top of the list does not guarantee you <sup>3</sup> \_\_\_\_\_ (complete) it before the deadline. In fact, it makes it likely that you <sup>4</sup> \_\_\_\_\_ (still/put it off) as the deadline approaches, as highlighting the task will make you more anxious about it. Instead, do a couple of easier tasks first, to warm yourself up.

### Saying yes to everything

Saying yes is much easier than saying no, but if you say yes to everything you <sup>5</sup> \_\_\_\_\_ (soon/feel) overwhelmed and stressed. It would be much better to only say yes to a few projects and do them well. You <sup>6</sup> \_\_\_\_\_ (achieve) much more by the end of the week.



## I can ...

use collocations with *time* and *money*.

Very well    Quite well    More practice

talk about the future (2).