

EXERCISE 1

Adjectives are describing words. e.g. funny, pretty, athletic, new, blue, stale

They describe nouns and pronouns. They make sentences more interesting.

Adjectives answer one of three questions:

1. What kind is it?

e.g. The **fresh green** salad makes an **appetising** lunch.

2. How many are there?

e.g. **Two/Few/Most** children are playful.

3. Which one is it?

e.g. **These/Those** books are old.

e.g. The **least hardworking** student is Tim.

e.g. The **final** race is the toughest.



Underline the adjectives in each sentence.

1. We are all guilty of putting off jobs at some point in our busy lives.
2. Most people admit that the problem often increases because all the outstanding jobs seem to keep on building up over time.
3. How, they ask, can we change our deeply-fixed habits to become more organised in our everyday lives?
4. Make a list of all the unfinished projects, outstanding decisions and unanswered correspondence you need to process.
5. Look through your list and use the ever-useful "two minute rule".
6. Most productivity experts agree that this basic rule is essential when sticking to a routine.
7. If you set up an easy, straightforward filing system, life becomes easier right away.

8. You can file almost anything using brightly-coloured labels and clear dividers in one designated filing cabinet.
9. Once you eliminate and do away with the depressing accumulation of a pile of untidy papers, it is amazing how organised you will feel.

GROUP ACTIVITY

Do you **procrastinate**? Do you delay in doing something that could be done now? While some people work well under pressure, others may experience undue stress and anxiety. Procrastination is a bad habit, and only until you do something about it will you be free of the burden and the ever-piling workload. Also, your health and sanity can be restored.

- Procrastination is the art of keeping up with yesterday. – Don Marquis



- Procrastination is the grave in which opportunity is buried.

Perhaps the most difficult aspect of overcoming procrastination is to force yourself to make a start. But once you get started, you gain momentum and confidence. If you find that you cannot start, find out what is holding you back:

- Are you afraid of doing the task (perhaps fear of failure)?
- You don't know how to do it and are afraid to ask for help.
- Feeling tired or not in the mood – so when is it the 'right' time?
- Are there things distracting you from starting? e.g. You'll be surprised that clearing a messy desk can give you a sense of order and peace before you begin your work.
- If there are other reasons, talk about it with someone whom you think might be able to help and find a solution for it.

So what should you do? Plan and get organised! List down all the things you have been putting off and rank them in importance as High (H), Medium (M) or Low (L). Categorise them as home, office, studies or personal matters. Redo the list in their order of importance and make it systematic so you can easily follow it.

To Do List			
Home	Office	Studies	Personal Matters
1. Cut the grass (H)	1. Finish the report (H)	1. Start studying for the economics exam (H)	1. Pay the credit card bills (H)

Cross off the things you have completed and update the list as often as possible. Organise your time and set reasonable deadlines. When you have accomplished the tasks you have been putting off, you will feel great. And don't forget to keep it up!

- Share with the class any secret tips that you may have on overcoming procrastination or in getting things done.



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