

INTERMEDIATE PLUS UNIT 1

1 Work in pairs and discuss the questions.

- 1 Do you put things off when you should be working? What do you do instead?
- 2 Do you have a to-do list? What's on it this week?

2 Read the title of the listicle and answer the questions.

- 1 How might an app help someone be more organised?
- 2 Do you know of any apps which are designed to help people to be more organised?

3 Read the article. Were any of your ideas mentioned?



Four apps that increase your organisation!

Mobile phones and computers are gaining a reputation for being incredibly distracting. Turn them into a powerful organising force with these essential apps for taking back control of your life.

1. Any.do assistant ●●●●●

At first, Any.do looks like any calendar app. It sends notifications to remind you of your to-do list and encourages you to review it regularly. But, where Any.do is different is its assistant feature. Any.do assistant reviews your to-do list and suggests tasks it can complete for you. You can even have it do things such as grocery shopping or sending flowers. If you're planning on making a big purchase, Any.do assistant will compare product prices and make recommendations before you buy it directly through the app.

2. App detox ●●●●○

If the many apps on your phone are keeping you from your work, then you need App detox. You can limit the number of times you can start an app, block it by time of day or day of the week, or even forbid access to it forever. If you try to access an app it, tells you off and records the number of times you've tried so you can feel guilty later.

3. Habit list ●●●●○

Habit list is a traditional to-do list management app that arranges your tasks according to importance with a traffic light style colour coding system. The slight difference with Habit list is that it works for small personal objectives too. It encourages you to take time out for good habits such as drinking more water or doing exercise. What's more, it uses charts to show you trends in your behaviour to help you stay focussed.

4. Write or die ●●●●○

Whether you're a professional writer or a student working on an essay, you need Write or die. This app breaks writer's block by punishing you, sometimes severely, for not keeping up with your pre-defined word count. There are several levels of punishment, starting with a visual warning or an unpleasant sound right up to kamikaze setting which deletes your work one word at a time if you stop writing. Yikes! :O

Glossary: writer's block – when a writer is having difficulty thinking of new ideas.
kamikaze – describing something that takes risks without worrying about the consequences.

4 Read the listicle again. Mark each sentence with the number of the app(s) it refers to.

Which app(s)

- a helps you with the shopping?
- b keeps track of your tasks?
- c helps you be healthier?
- d punishes you for not working enough?
- e puts tasks in order of importance?
- f records data of your behaviour?
- g suggests ways that it can help you?
- h notifies you of tasks you need to do?


5 Find the words in the box in the text. Then match them with definitions 1–8.

block detox distracting
notifications habit keep up
purchase tell off


- 1 a special treatment to help people stop an addiction
- 2 to continue at current speed
- 3 stopping you from concentrating
- 4 tell someone they have done something wrong
- 5 an object you buy
- 6 an action you do regularly, often without thinking
- 7 to stop something being used
- 8 a message you receive from an application on a mobile phone

6 Work in pairs and discuss the questions.

- 1 Which app would help you the most? Why?
- 2 Do you know anyone who would benefit from one of the apps?


7  1.1 Listen to the speakers. Tick (✓) the names of the people who say they are organised.

- 1 Laura
- 2 Dean
- 3 Robin
- 4 Alice
- 5 Martin

8 A  **1.1** Listen again. Are the sentences true (T) or false (F)?

- 1 Laura has always been very organised.
- 2 Laura doesn't like using the calendar in her phone to organise her life.
- 3 Dean finds it difficult to remember the things he needs to do.
- 4 Dean doesn't think an app will help him be more organised.
- 5 Robin uses a trick he learnt from his grandmother.
- 6 Robin thinks an app would make his life easier.
- 7 Alice doesn't see her family very often.
- 8 Alice thinks the price of her app is reasonable.
- 9 Martin doesn't spend much time on his mobile phone.
- 10 Martin wants to stop using mobile phone apps.

8 B Work in pairs. Discuss your answers.

9 A  **1.1** Listen again. How are the words/phrases in the box used? Then check in the audio script.

absent-minded	keep on top of
old-fashioned	subscription
ticking off	updating

9 B Complete the sentences with the words/phrases in the box.

- 1 My mum is quite _____. She doesn't even have a smartphone.
- 2 If I don't work at lunch time, I can't _____ my reports.
- 3 There's nothing more satisfying than _____ a task on my to-do list when it's finished.
- 4 I'm so _____. I'm always forgetting where I left my glasses.
- 5 Rachel had to cancel her _____ to her favourite magazine. It was too expensive.
- 6 I spend ten minutes _____ my calendar at the end of the day so that it's always accurate.

10 Work in pairs or small groups and discuss the questions.

- 1 How do you keep on top of things?
- 2 Are you absent-minded?
- 3 Do you think people waste too much time looking at their mobile phones?
- 4 Some people say that being disorganised is a sign of being very clever. Do you agree?

