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BEAT THE CLOCK

A. WARMER

'Beat the clock' suggests that you finish your work before a particular time. That could also mean that you are punctual. So long as you are at school, you are expected to do everything as per the time table. Discuss why it is important to do everything in school according to the time table.

Rimjhim assured, "Don't worry mom I just have two lessons to do, it'll take no time. Tomorrow's exam is a piece of cake." It was just 6 pm and as she sat down to study the phone bell rang. After a marathon yapping sessions Rimjhim realised the time was 7.30 pm. Promising not to take any more calls, she sat down to study but couldn't find her notepad. Another half an hour down the drain! By then it was dinner time. And by the time Rimjhim finally sat down to study it was already 9.00 pm, just an hour to go before bedtime.

Are you too bitten by the time-wasting bug? Then may be it's time to take charge of your time and not let time-wasters take over. To get the most from all you do, you need to be in control of your time.

The Proper organisation and planning can help avoid wasting time. Spend a few minutes daily to chart a system for your notes, homework, etc. Make sure you write notes in the right notebook to avoid wasting time in looking for them. If you keep your notes neatly and leave space for extra notes to be written later, you could avoid rewriting them, unless you use that as a form of revision.

Telephone calls are another time-wasters. It will help if you set a particular time to speak over the phone. Request your friends to call you up only then. If you are in between a chore, request your folks and servants to tell the



caller you'll call later. But make sure you call up after the task, lest you have an upset friend the next day.

Try to keep your study table clutter-free. Have a fixed place for your textbooks, notebooks, diary and stationery. Also keep clearing your desk off all rough notes, old magazines, etc. This way you won't have to waste time rummaging through a debris before finding what you need.

Be firm about not letting other things interrupt you - either stopping your train of thought, or distracting you. Learn to say "no" when needed. Find your own ways of being polite but firm - good friends will surely understand.

Prioritise your tasks. While it is good to list out your tasks and make a to-do list, if you find you are not in the right mood to do a particular task, take up something else instead and then go back to it. Battling with a task when your mind is elsewhere just takes up time without getting the work done.

Do not spend too much time on trivial things; work with the larger picture in mind. Trivial detailing and tasks tend to be major time wasters.

So get going, do your work but avoid these time wasters.

GLOSSARY AND NOTES

assured(v):	guaranteed	सुनिश्चित
piece of cake (noun phrase):	an easy work	आसान काम
marathon(adj):	very long	बहुत लम्बा
yapping(pre.prat):	talking noisily in an irritating way	जोर-जोर से बात करते हुए
down the drain(idiom):	wasted	बर्बाद, नष्ट
bitten (pp of bite):	affected	प्रभावित
time-wasting bug(noun phrase):	habit of wasting time	समय बर्बाद करने की आदत
take over(v):	to win	जीतना, विजय प्राप्त करना
to chart (v):	to develop/evolve	विकसित करना
particular(adj):	fixed	निश्चित, खास
chore(n):	daily work	नित्य कार्य
folks(n):	family and friends	परिवार एवं मित्रगण, करीबी लोग
upset(adj):	not happy	खिन्न, नाखुश
clutter(n):	lots of things kept untidily	अस्त व्यस्त सामग्री
rummaging(pre. part):	looking for things, carelessly moving things about while looking for something	अनावश्यक चीजों को खोजने की परेशानी झेलते हुए

debris(n):	rubbish/garbage	अनावश्यक चीजों का ढेर
interrupt(v):	cause a break, disturb	बाधा उत्पन्न करना, परेशान करना
prioritise(v):	arrange in order of importance	प्राथमिकताएँ तय करना
battling(v):	struggling	संघर्ष करना, मिड़ना, उलझना, जूझना
trivial(adj):	not important	तुच्छ, महत्वहीन

B. LET'S COMPREHEND

B.1. THINK AND TELL

B.1.1. Answer the following questions briefly:

1. How can we avoid wasting time?
2. Why should we keep our table clutter free?
3. What step should we take to do the most important things first?

B.2. THINK AND WRITE

B.2.1. Write 'T' for true and 'F' for false statements:

1. Rimjhim was able to study according to her plan.
2. There are many things that disturb us and waste our time.
3. Proper organisation and planning can help avoid wasting time.
4. It is not necessary to have separate notebooks for different subjects.
5. During study time we should avoid talking to our friends on telephone and mobiles.
6. It saves time if we keep the study table clean and free from unwanted things.
7. We should never say "no" to our friends.
8. Preparing a list helps us to do important things first.

B.2.2. Answer each of the following questions in about 70 words:

1. Why couldn't Rimjhim study as much as she wanted to do? Have you ever faced such a situation? What did you do?
2. List the DOs and DON'Ts which can help you save your time? Do you agree with these ways?
3. Telephone and mobile often waste our time. List some of the ways in which we can use them properly.
4. How does a chart/list of things to be done help us use time properly? Discuss.

C. WORD STUDY**C.1. Circle the words with wrong spellings and correct them:**

sistam ,

marathon,

grammer

writing

necessary,

particular,

different,

debris,

inturupt,

crazy,

shuttle,

trevial

C.2. Read the lesson again and pick out the synonyms of the following words, and write them down in the space given below:

anxiety

discipline

correct

tidily

assist

afterwards

plead

strong _____

certainly _____

insignificant _____

C.3. Use the following phrasal verbs from the text in your own sentences:

sat down

take over

take up

call up

peak over

C.4. There are many compound words used in the text. Here are two of them:

Notepad, homework

Pick two more compound words from the lesson. Add ten more such compound words to the list. What do these compound words consist of? For example, notepad consists of note + pad (n+n). Analyse on this pattern the parts of the compound words in the list.

D. GRAMMAR

D.1. Read the following sentences carefully:

1. Try to keep your study table clutter free.
2. Be firm about not letting other things interrupt you.
3. Prioritise your tasks.

All the sentences given above begin with Verbs (Try, Be, Prioritise). They are imperative sentences. An Imperative sentence is a sentence which conveys an advice / order / command / request etc. and it begins with a verb. In such a sentence, the subject (you) is silent and understood.

D.2. Change the following imperative sentences into statements with an object pronoun plus an infinitive:

Example: The mother says to her daughter, "Close the door".

=She wants her to close the door.

1. The teacher says to her students, "Write an essay".
She wants _____
2. The mother says to her children, "Turn off the T.V."
She wants _____
3. The father says to his son, "Don't come home late".
He doesn't want _____
4. The father says to his children, "Study hard".
He encourages _____
5. The teacher said to the girl, "Read good story books".
He advised _____
6. The student said to the teacher, "Repeat the word please".
The student wanted _____
7. I said to my sister, "Help me on Sunday".
I would like _____

D.3. Modals

All the auxiliary verbs except **be**, **do** and **have** are called modals. Unlike other auxiliary verbs, modals cannot act alone as the main verb in a sentence. They are verbs which 'help' other verbs to express a meaning. It is important to realise that modal verbs have no meaning by themselves. A modal verb such as *would* has several varying functions: it can be used, for example, to help verbs express ideas about the past, the present and the future. It is therefore wrong to simply believe that "*would* is the past of *will*" it has several other uses.

The modal auxiliaries are : **can, could, shall, should, will, would, may, might, ought to, must, need, used to, dare.**

Aniket **should** learn English.

She **might** win a prize.

Modal	Example	Uses
Can	We can use a pencil in exams. I can't fix my TV. Can I sit here? Can you help me?	Ability / Possibility Inability / Impossibility/ Asking for permission/ Request
Could	Could I borrow your dictionary? Could you say it again more slowly? We could try to fix it ourselves. I think we could have another test. He gave up his old job so he could work for us.	Asking for permission/. Request/ Suggestion/ Future possibility /Ability in the past
May	May I have another cup of tea? Raman may become the headmaster of this school.	Asking for permission/ Future possibility
Might	We'd better phone tomorrow, they might be eating their dinner now. They might give us a 10% discount.	Present possibility/ Future possibility
Must	We must obey the traffic rules. You must not cheat on tests.	Necessity / Obligation/ Prohibition
Ought to	We ought to employ a professional artist.	Saying what's right or correct
Shall	Shall I help you with your luggage? Shall we meet at 2.30 p.m.? Shall I do that or will you?	Offer Suggestion/ Asking what to do

Should	We should sort out this problem at once. I think we should check everything again. The prices of vegetables should come down by next week.	Saying what's right or correct /Recommending action /Uncertain prediction
Will	I can't see any taxis so I'll walk. I'll do that for you if you like. I'll return your book on Monday. The prices of vegetables will come down by next week.	Instant decisions/Offer Promise /Certain prediction
Would	Would you mind if I kept my umbrella here? Would you pass the salt please? Would you mind waiting a moment? "Would three o'clock suit you?" - "That'd be fine." Would you like to play cricket this Sunday? "Would you prefer tea or coffee?" - "I'd like tea please."	Asking for permission Request Request Making arrangements Invitation Preferences

- Use a base form of the verb after a modal.
He should leave now. (NOT: should to leave; NOT: should leaving)
- Modals never have an -s/-es, -ed, or -ing ending.
She can speak English well. (NOT: She cans)
- Don't use two modals together.
You will have to go to school. (NOT: You will must go to school.)
I might have to leave early. (NOT: I might must leave early.)
- Compare affirmatives, negatives and questions with modals:

Affirmative: Anuj can speak Tamil.

Negative: Anuj can't speak Tamil.

Yes/No Question: Can Anuj speak English?

Short answers: Yes, he can./ No, he can't.

WH-Question: Why can't Anuj speak Tamil?

Subject question: Who can speak Tamil?

- To express an obligation or necessity for an action in the present or the future we can use **must** or **have to**. There is a difference in meaning:

(a) **Must** is used when the authority comes from the speaker.

You must eat vegetables and fruits, I insist.

(b) **Have to** is used when the authority comes from outside the speaker.

You have to eat vegetables and fruits. The doctor said you need more vitamins.

Must does not have a past, a future or non-finite forms (infinitive, -ing or participles) so it cannot be used in tenses or constructions that require those forms. Instead we have to use **have to**. **Have to** can be used in present, past and future tenses.

I can't talk to you now, I have to go to school.

Anuj had to go to his village to see his ailing mother.

The rainy season has arrived, I will have to buy an umbrella.

D.3.1. Complete the following sentences with appropriate modals.

1. We _____ visit them in Birmingham for the summer holidays.
2. I _____ leave now as they are waiting for me.
3. You _____ brush your teeth after breakfast.

4. We _____ leave very early tomorrow or we will be late.
5. All of us _____ attend a meeting now.
6. You look tired. You _____ go to bed now.
7. You _____ touch burning items.
8. You _____ drive too fast in the city.
9. They _____ go out later when the weather improves.
10. She _____ been asleep when the burglar entered the house.
11. We _____ do the training in order to be eligible.
12. You are coughing loudly. You _____ see a doctor.
13. He _____ see the doctor every month to treat his skin disorder.
14. The police think he _____ seen the robbery and are looking for him.
15. Students _____ leave the classroom before the ring bells.
16. _____ you pass my pencil to me?
17. You _____ talk aloud in the library.
18. I _____ seen my parents for a long while. I _____ visit them at the weekend.
19. If you don't start working harder, you _____ repeat the course next year.
20. I have no time. I _____ leave now or I _____ miss the bus.

21. I wish I _____ buy a new mobile phone but I don't have enough money.
22. _____ I go to the bathroom, please?
23. Anwesha is not at home. She _____ have gone to Patna, I don't know.
24. Anita _____ play cricket quite well.
25. _____ we go out tonight, please? Yes, but you _____ be late.
26. I haven't decided yet where I _____ go in my next holidays. I think I _____ go to Sikkim.
27. What do you want to do? - Well, we _____ have a picnic, but it looks like rain.
28. Phone her now. She _____ home by now.
29. _____ you water my plants while I am away? If they don't get enough water they _____ certainly die.
30. We _____ pay the fees at the fixed time.
31. You _____ clean your room more often.
32. If it rains on Saturday, we _____ go to the beach.
33. _____ you speak Bengali? No, I _____.
34. According to the forecast on the TV, it _____ rain tomorrow.
35. _____ you help me move this table?
36. You _____ remember to do your homework !
37. This _____ be a great idea, but it's definitely not !

38. I _____ move the table. It was too heavy.

39. I have lost my pen. I _____ to buy a new pen.

E. LET'S TALK

Work in groups and talk about the things that waste your time.

F. COMPOSITION

Prepare a chart of 'Dos' and 'Don'ts' for 'Saving Your Study Time'.

Dos	Don'ts

G. TRANSLATION

Translate the following sentences into English:

हमें अनुशासनबद्ध होना चाहिए। समयबद्धता भी अनुशासन का ही एक प्रकार है। समय को बर्बाद करने का अर्थ है - खुद को बर्बाद करना। इसलिए हमें समय को बर्बाद नहीं करना चाहिए। समयबद्ध इन्सान ही सफलता प्राप्त करता है।

H. ACTIVITIES

Often you'll find yourself overstocked with work, most of the time you don't even know where to begin. What you have to do, to actually get some work done, is to organise yourself and schedule your work for the day. Write down on a sheet of paper what you believe are the core tasks you need to finish today and afterwards. Expand the list with subtasks and other miscellaneous things.

