



1 Read the questionnaire below. Pay attention to the words in colour. Decide how well the sentences in the questionnaire describe you by choosing a number from 1 to 3. Then, add up your score and check your results. Do your results describe you accurately?

How Punctual Are You?

1 = not at all 2 = sometimes 3 = totally

- A When you've got a school project, you don't **put off** starting it even though it's not **due** for two weeks. You do it **in stages** and hand it in well within the **deadline**. [1 2 3]
- B You have to meet a friend at 18:30. You leave early since you know there may be **delays** during **rush hour**. [1 2 3]
- C You're **in a hurry** to get somewhere, but on the way you run into a friend you haven't seen for **ages**. You keep your conversation **brief** in order to arrive **on time**. [1 2 3]
- D You get home from school and start your homework immediately. You wish you could relax and have some **downtime** first, but you're worried you'll get **sidetracked**. [1 2 3]
- E You don't like changing plans **at short notice**. You prefer to **keep to a schedule**. [1 2 3]

2 Match the sentences in A to the most logical continuation in B. Pay attention to the words in colour.

A

- 1 She's usually **prompt**.
- 2 Let's solve one problem **at a time**.
- 3 Please be ready at eight o'clock **sharp**.
- 4 Her **timing** couldn't have been more perfect.
- 5 Time just seemed to **drag on**.

B

- a I thought the lecture would never end.
- b I have no idea why she's late.
- c She arrived just as the food was being served.
- d What should we start with?
- e We don't want to wait.



- 13-15 You're a very punctual person, but it might be a good idea to relax sometimes.
- 9-12 You're usually on time, but you're not obsessive about it. You know when you can relax.
- 5-8 You're often late, which might make people see you as inconsiderate. Try going online for practical tips.



LOOKING AT LANGUAGE

The expressions *on time* and *in time* are often used incorrectly.

We use *on time* to describe something that happens at a particular time, whereas *in time* is used to mean without being late or not later than the desired time.

How do you say these two expressions in your language?



YOUR OUTLOOK CRITICAL THINKING

Are most people your age punctual or not? Do you think people become more punctual as they get older? Why or why not?

3 Choose the correct answer to show that you understand the meaning of the words in bold.

- 1 I haven't seen her for **ages**. We last met a few *years / days* ago.
- 2 He gave the police a **brief** summary of what had happened. He left out the *facts / details*.
- 3 I have some **downtime**, so I'm *busy / available* for the next hour.
- 4 Let's do the assignment **in stages** instead of *all at once / gradually*.
- 5 What is the **deadline** for the *exam / project*?

4 Complete the sentences with a suitable expression from the list below.

at short notice | keep to a schedule | due in a hurry | put off | on time

- 1 They won't let you in if you don't arrive
- 2 Athletes have to be strict and
- 3 The teacher has agreed to ... the exam until next week.
- 4 Why are you ... to leave?
- 5 It was difficult to organise the party
- 6 I'm going to be busy all weekend because my essay is ... on Monday.

5 Answer the questions. Pay attention to the words and expressions in bold.

- 1 What time is **rush hour** where you live?
- 2 When do you usually get **sidetracked**?
- 3 When do you feel it's important to be **prompt**?
- 4 When was the last time you experienced a **delay**?
- 5 When does time seem to **drag on** for you?

6 What other words do you know that are connected to time? Think of words that are used to describe measurements of time.

LISTENING Monologues

7 Which of the following people would you mind waiting for the most / the least?

- a doctor at a clinic
- a singer at a live concert
- a friend at a coffee shop

8 You are going to hear four people talk about celebrities who are always late. Which speaker (1-4) mentions the following?

A famous person who

- 1 was busy having fun while people were waiting
- 2 showed disrespect at a sad event
- 3 was disrespectful to a friend
- 4 was more punctual for one of his / her visitors

9 Listen again and decide if the following sentences are true or false.

- 1 Kanye West's fans don't mind his delays.
- 2 Rihanna was late for a basketball game.
- 3 Vladimir Putin didn't make the Pope wait.
- 4 Bill de Blasio blamed the weather when he was late for a memorial service.

SPEAKING Apologising

10 Work with a partner.

Student A: Imagine that you have kept your partner waiting. Apologise and give an excuse.

Student B: Accept your partner's apology. Then switch roles.

Sorry I'm late! I couldn't help it – I had to look after my little brother.

That's alright, I haven't been waiting long.

USEFUL LANGUAGE

Apologising

I apologise for ...
 Sorry I'm late.
 I had to ...
 I couldn't help it.

Accepting an Apology

Never mind.
 Don't worry about it.
 It doesn't matter.
 No problem.
 That's alright.
 No worries.

