



Time etiquette & management

Lesson plan – Intermediate / Upper-Intermediate



WARM-UP

- A. Do you recognize the painting above? How do you think, what's the message of the artist?
- B. How far do you agree with the following quote?



“Time is your most valuable possession.”



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READING

A. Which quotation describes you the best? Why?

- ❖ *“Punctuality is the politeness of kings”*
- ❖ *“The trouble with being always punctual is that there’s nobody there to appreciate it”*

B. Look at the list of events and discuss:

1. What is the allowed time to be late or to arrive earlier at the following events?
2. Are there any time etiquette rules for them?
3. What time do you usually arrive at those events?

- A Fundraiser or Gala
- A Cocktail Party
- A Dinner Party
- A Bridal or Baby Shower
- A wedding
- A play

C. Read the text on the next page to find out more about the time etiquette rules and check your ideas. Were your predictions correct?



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Time Etiquette Rules

A Fundraiser or Gala. Aim for a happy medium. If check-in time is 6:30 PM and the presentation starts at 7:45, plan to arrive by 7 (unless your boss or host has told you otherwise). You won't be so early that you're standing at the bar by yourself, but you'll have enough time to thank the host, say hello to your boss, and greet professional contacts right away.

A Cocktail Party. For an informal cocktail party, both professionally and socially, you have a window of 15 minutes to make your entrance. "Fashionably late" is subjective—and while you don't want to be the first one to ring the doorbell, you also don't want to arrive so late that your boss or the host is wondering if you're lost.

A Dinner Party. You definitely don't want to be late to a dinner party—if a host says 8 PM, be there at 8 PM. Otherwise, you're likely to miss the first course and chatting with the other guests, and you'll throw off the dynamic of the evening.

A Bridal or Baby Shower. If you're invited to a social occasion where there will be multiple cars, a lot of people, and you'll be carrying a large gift, arrive on time to ensure you get a parking spot and can get settled without interrupting a game (or worse, the new mom or bride-to-be as she's opening gifts).

Also remember that it's never okay to be early to a shower (or dinner party, or cocktail hour), unless you're a part of the set-up crew. It puts more pressure on a host, as she'll feel as if she needs to start entertaining while still finishing last-minute details before the party.

A wedding. While you won't go to etiquette hell for being late for most events, you certainly will feel like jumping into hell if you're walking down the aisle with the bride—and you can bet you'll be greeted with more than a few angry looks. The bottom line: You should never ever be late to a wedding.

A play. Another "no excuse" event for being late is a play or theatre performance. It's rude, disruptive, and says that you're not respectful of your surroundings. Even if you have a valid excuse, the disruption of making others shift and stand up to let you by in a dark theatre is never a good move. Instead, plan to arrive 10-15 minutes early. And if you are late, wait until intermission to grab your seats.



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D. Read the text again and answer the questions:

- ✓ What is “a happy medium” and why is it so important to aim for it?
- ✓ Why you should arrive on time at a dinner party and a bridal or baby shower?
- ✓ Why it’s unacceptable to be late for wedding or a play?

E. Discuss the questions:

1. Do you break any of those time etiquette rules? Why?/Why not?
2. How often are you late?
3. What do you do to be in time?
4. Do you know someone who is usually late? What do you think about people like him/her?

VIDEO

A. How long does it take you to do the following things? How can you save your time doing them?

<ul style="list-style-type: none">• Going shopping• Cooking everyday meal• Preparing the monthly report	<ul style="list-style-type: none">• Keeping your home clean• Paying bills and taxes• Studying for exam
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B. Answer the questions:

1. Do you think you’re good at managing your time?
2. Why do some people find it difficult to manage their time effectively?
3. Do you know/use any time-management techniques?



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C. How can the following statements relate to organizing your time effectively?

- ✓ carry a schedule
- ✓ time for interruptions
- ✓ first 30 mins every day
- ✓ 5 mins before and after the task
- ✓ “do not disturb” sign
- ✓ phone calls and e-mails

D. Watch the video and check your ideas from the previous exercise.

How to Manage Time With 10 Tips That Work - <https://youtu.be/LxRh3Bx5-EU>

E. Range the steps a - j in order they are mentioned in the video. Then watch the video again and check your answers.

a) Spend five minutes before and after the important task to think over the results	b) Assign the time for important activities and conversations
c) Respond only the most important calls and messages immediately	d) Block out all distracting websites unless you need them for work
e) Spend half of your time doing activities that produce most of your results	f) Ask no one to disturb you when you need to accomplish the task
g) Write down everything you do during the week	h) Remember that it's impossible to get everything done.
i) Spend half an hour every day to plan your day	j) Plan time for interruptions

G. Look through the steps again. Which of them do you follow and which not? Why? Which of them will you probably try?



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VOCABULARY

A. Watch the video again? Tick the collocations with *time* that you hear:

- | | |
|--|---|
| <input type="checkbox"/> manage time | <input type="checkbox"/> time block |
| <input type="checkbox"/> spend time | <input type="checkbox"/> kill time |
| <input type="checkbox"/> waste of time | <input type="checkbox"/> schedule time |
| <input type="checkbox"/> time flies | <input type="checkbox"/> time plan |
| <input type="checkbox"/> make time for | <input type="checkbox"/> take time off... |
| <input type="checkbox"/> master of your own time | <input type="checkbox"/> time of your day |
| <input type="checkbox"/> time assigned to ... | <input type="checkbox"/> run out of time |

B. Can you think of equivalents of these collocations in your first language. Use bilingual dictionary if necessary.

WRITING

Choose a topic from the list below and write a small blog post (about 100-200 words). Use at least 10 new words and phrases, that you've learnt from this lesson.

- My relationship with time
- I hate being late, but I always am
- Time management techniques never work for me