Time

VOCABULARY PRACTICE

INTERMEDIATE | B1-B2

Name: _____ **Date:** _____

1 Match each temporal expression with its meaning.

1 beforehand	____	a for a limited period
2 eventually	____	b the length of time something continues
3 meanwhile	____	c after a long period or several difficulties
4 recently	____	d before an event or action
5 temporarily	____	e for all future time
6 permanently	____	f a time by which work must be completed
7 deadline	____	g during the same period as another event
8 duration	____	h not long ago

2 Complete the time collocations.

ahead | delay | long | notice | period | schedule | short | time

1 on _____

2 a brief _____ of time

3 at _____ notice

4 a _____-term plan

5 a _____ delay

6 finish _____ of schedule

7 spend _____ doing something

8 give advance _____

3 Correct one mistake in each sentence.

1 We discussed the plan in beforehand. _____

2 Eventually, he is finding the answer. _____

3 The office closed temporary last week. _____

4 I have seen her two days ago. _____

5 Meanwhile of the meeting, the phone rang. _____

6 The project was completed in the deadline. _____

7 The journey's duration lasted three hours. _____

8 Recently means at the same time. _____

Time

4 Complete the project update with words from the box.

ahead | deadline | delay | duration | eventually | meanwhile | schedule | temporarily

The project was planned for a **1** _____ of six weeks. A technical problem caused a short **2** _____, so one team stopped work **3** _____. **4** _____, another team continued testing. We **5** _____ solved the problem and finished two days **6** _____ of **7** _____. As a result, we met the final **8** _____.

5 Read the text and answer the questions briefly.

Why deadlines help and hinder

A clear deadline can support planning by encouraging people to divide a task into stages. It can also prevent work from continuing indefinitely. However, an unrealistic deadline may lead to rushed decisions, stress and lower-quality results. Allowing time for revision and unexpected delays makes a schedule more reliable. The most useful deadline is therefore demanding but achievable.

1 How can a deadline support planning? _____

2 What can it prevent? _____

3 What may an unrealistic deadline cause? _____

4 Why should revision time be included? _____

5 What makes a schedule more reliable? _____

6 How is the best deadline described? _____

6 Rewrite using the word in capitals.

1 We prepared everything before the event. **BEFOREHAND** _

2 After several attempts, they succeeded. **EVENTUALLY** ___

3 The repair will last for a limited time. **TEMPORARY** ___

4 The work was completed earlier than planned. **AHEAD** __

OVER TO YOU

Write a **100-120 word** project timeline describing preparation, delays, parallel activities and completion.

[ ] Use at least ten target expressions. [ ] Use sequence markers clearly. [ ] Distinguish temporary and permanent states.

ANSWER KEY

1 Temporal expressions

1 **d** 2 **c** 3 **g** 4 **h** 5 **a** 6 **e** 7 **f** 8 **b**

2 Time collocations

1 **schedule** 2 **period** 3 **short** 4 **long** 5 **delay** 6 **ahead** 7 **time** 8 **notice**

3 Corrections

1 discussed it **beforehand** 2 he **found** the answer 3 closed **temporarily** 4 saw her two days ago
5 **During** the meeting 6 completed **by** the deadline 7 journey **lasted** three hours 8 recently means **not long ago**

4 Project update

1 **duration** 2 **delay** 3 **temporarily** 4 **Meanwhile** 5 **eventually** 6 **ahead** 7 **schedule** 8 **deadline**

5 Reading - suggested answers

1 By dividing work into stages. 2 Work continuing indefinitely. 3 Rushed choices, stress and lower quality.
4 To allow improvement. 5 Time for revision and delays. 6 Demanding but achievable.

6 Rewriting - possible answers

1 We prepared everything **beforehand**. 2 They **eventually** succeeded. 3 It is a **temporary** repair. 4 We finished **ahead** of schedule.

Over to you: Answers will vary. Check chronology, temporal links and accurate aspect.