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ДЖОНАС ТИЧЕРМАН

АНГЛИЙСКИЕ УСТОЙЧИВЫЕ ВЫРАЖЕНИЯ, КОЛЛОКАЦИИ И ИДИОМЫ

ПРАКТИЧЕСКОЕ ПОСОБИЕ ДЛЯ
УРОВНЯ B1–B2

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**Английские устойчивые
выражения, коллокации
и идиомы. Практическое
пособие для уровня B1–B2**

«Издательские решения»

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Английские устойчивые выражения, коллокации и идиомы.
Практическое пособие для уровня B1–B2 / Д. Тичерман —
«Издательские решения»,

Данное пособие предназначено для изучающих английский язык уровня B1–B2 и направлено на системное освоение устойчивых выражений, коллокаций и идиом в контексте. Книга включает тематические главы с текстами-историями, списками лексики с переводом, упражнениями и ответами. Материал способствует развитию понимания естественной английской речи, расширению словарного запаса и формированию практических коммуникативных навыков.

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Английские устойчивые выражения, коллокации и идиомы Практическое пособие для уровня B1—B2

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ISBN 978-5-0070-3546-0

Создано в интеллектуальной издательской системе Ridero

Введение

Данная книга предназначена для изучающих английский язык на уровне В1—В2 и направлена на развитие навыков понимания и использования устойчивых выражений, коллокаций и идиоматических конструкций в контексте. Основная цель пособия заключается в формировании у обучающихся способности распознавать и применять естественные языковые сочетания, характерные для современного английского языка.

Материал книги структурирован по тематическим главам, каждая из которых посвящена отдельной сфере повседневной и профессиональной жизни. Такой подход позволяет изучать лексику не изолированно, а в рамках осмысленного контекста, что способствует более эффективному усвоению языковых единиц.

Каждая глава включает несколько обязательных компонентов. В первую очередь предлагается текст-история, написанный на доступном уровне сложности. Тексты ориентированы на уровень В1—В2 и описывают типичные жизненные ситуации. Основное внимание уделяется естественному употреблению лексики, включая устойчивые выражения и коллокации.

После текста представлен раздел «Полезные слова и выражения», содержащий лексические единицы с переводом. Данные единицы активно используются в тексте главы, что обеспечивает их контекстное закрепление.

Следующий раздел включает систему упражнений, направленных на проверку понимания содержания и закрепление лексики. Упражнения представлены в трёх форматах: задания на заполнение пропусков, задания с выбором ответа, а также вопросы по содержанию текста, требующие развёрнутого ответа.

Завершающим элементом каждой главы является раздел с ответами, включающий ключи ко всем упражнениям и образцы развёрнутых ответов для заданий с открытыми вопросами.

Таким образом, структура книги направлена на последовательное развитие лексических и коммуникативных навыков. Пособие может быть использовано как для самостоятельного изучения, так и в рамках учебного процесса под руководством преподавателя.

Автор выражает надежду, что данное пособие будет полезным инструментом для расширения словарного запаса и формирования уверенного владения современным английским языком.

A Busy Morning Routine

1. Story

Tom usually starts his day at 7 a.m., but on this particular morning, everything went differently. He woke up later than usual because he had forgotten to set his alarm the night before. When he opened his eyes, he immediately realized that he was already running late for work.

For a few seconds, Tom stayed in bed, trying to figure out what to do first. Then he quickly got up and started his morning routine in a hurry. He did not have time to think carefully, so he focused only on essential tasks. He washed his face, brushed his teeth, and got dressed as quickly as possible.

While preparing breakfast, Tom tried to save time. He made a simple sandwich and poured a cup of coffee. However, he accidentally spilled some coffee on the table, which made him even more stressed. He cleaned it quickly, but he could feel that his morning was getting out of control.

Tom checked the time again and realized that he was in danger of missing his usual bus. He usually prefers public transport because it is cheaper and more convenient, but today he was not sure he could wait. He had an important meeting at work, and being late was not an option.

At first, he thought about running to the bus stop. However, after a short moment of hesitation, he made a quick decision to take a taxi instead. It was more expensive, but it would help him arrive on time. He did not want to take any risks that could affect his work performance.

While waiting for the taxi, Tom organized his thoughts and mentally prepared for the meeting. He reviewed the key points of his presentation and tried to calm down. He realized that stress would not help him, so he focused on staying productive even in a difficult situation.

During the ride, Tom slowly started to feel better. The traffic was not too heavy, and he noticed that he might still arrive on time. He used the remaining minutes to go over his notes again and make sure he remembered everything important.

In the end, Tom arrived at work just a few minutes before the meeting started. He felt relieved and understood that better planning the night before could have saved him a lot of stress. This morning taught him an important lesson about time management and the importance of preparation.

2. Useful Words and Expressions

wake up late — проснуться поздно
set an alarm — поставить будильник
run late — опаздывать
in a hurry — в спешке
essential tasks — основные задачи
get dressed — одеваться
prepare breakfast — готовить завтрак
save time — экономить время
spill coffee — пролить кофе
get out of control — выйти из-под контроля
check the time — проверить время
miss the bus — пропустить автобус
public transport — общественный транспорт
make a decision — принять решение
take a taxi — взять такси
hesitate for a moment — на мгновение задуматься
on time — вовремя
organize thoughts — привести мысли в порядок
stay calm — сохранять спокойствие
go over notes — повторять заметки
time management — управление временем
prepare for a meeting — готовиться к встрече
feel relieved — почувствовать облегчение

3. Exercises

Exercise 1: Fill in the blanks

Tom woke up late because he forgot to ____ his alarm.

He was running ____ for work.

He got dressed in a ____.

Tom decided to take a ____ instead of the bus.

He tried to stay ____ during the situation.

He used the time to go ____ his notes.

In the end, he arrived ____ for the meeting.

The situation was getting out of ____.

Exercise 2: Multiple Choice

Why did Tom wake up late?

- A) He worked late
- B) He forgot to set his alarm
- C) He went to bed early

What problem did Tom face in the morning?

- A) He lost his job
- B) He was running late
- C) He forgot his house keys

What did Tom decide to do?

- A) Walk to work
- B) Take a taxi
- C) Stay at home

What did Tom do during the taxi ride?

- A) Slept
- B) Reviewed his notes
- C) Called a friend

Exercise 3: Questions (Answer in 2—3 sentences)

Why was Tom's morning stressful?

What options did Tom consider before making his decision?

Why did he choose a taxi instead of public transport?

How did Tom use his time during the taxi ride?

What lesson did Tom learn from this morning?

4. Answer Key

Exercise 1

set
late
hurry
taxi
calm
over
on time
control

Exercise 2

1 — B
2 — B
3 — B
4 — B

Exercise 3 (Sample Answers)

Tom's morning was stressful because he woke up late and had very limited time to prepare for work. This caused him to rush through his routine and feel pressure.

He considered running to the bus stop or taking public transport as usual. He also briefly thought about waiting for the bus despite the risk of being late.

He chose a taxi because it was the fastest option and reduced the risk of missing an important meeting at work. Although it was more expensive, it was more reliable in that situation.

During the taxi ride, Tom reviewed his notes and organized his thoughts for the meeting. He used the time productively to prepare himself mentally.

Tom learned that better time management and preparation the night before could prevent stressful mornings. He realized the importance of planning ahead to avoid unnecessary pressure.

Starting a New Day Productively

1. Story

Maria believed that the way she started her morning often influenced the rest of her day. After several unproductive weeks, she decided to change her routine and focus on building better habits. She wanted to start each day with more energy, clarity, and purpose.

On Monday morning, Maria woke up early, even before her alarm went off. She resisted the temptation to stay in bed and immediately got up. Instead of checking her phone, she took a few minutes to breathe deeply and clear her mind. This simple habit helped her feel more focused and calm.

After that, she followed a structured morning routine. She made her bed, drank a glass of water, and did light exercise to wake up her body. She noticed that even small actions made a big difference in her energy levels. Unlike before, she did not rush through her morning but tried to stay present and organized.

For breakfast, Maria chose a healthy meal instead of grabbing something quick and unhealthy. She prepared oatmeal with fruit and a cup of green tea. While eating, she avoided distractions and did not check social media. This allowed her to think clearly about her priorities for the day.

Before leaving home, Maria spent a few minutes planning her tasks. She wrote a short to-do list and highlighted the most important goals. She realized that having a clear plan helped her avoid wasting time later in the day. In the past, she often felt overwhelmed, but now she felt more in control.

On her way to work, Maria used public transport as usual, but instead of scrolling through her phone, she listened to a short educational podcast. She found this habit useful because it helped her learn something new without extra effort. She felt that even her commute became more meaningful.

When Maria arrived at work, she immediately started with her most important task. She did not waste time on small or unimportant activities. This helped her build momentum early in the day. As a result, she finished her first task faster than expected and felt a sense of achievement.

During lunch, Maria took a proper break instead of working non-stop. She went for a short walk outside and allowed herself to relax. She understood that productivity was not only about working harder but also about resting at the right time.

By the end of the day, Maria felt satisfied and balanced. She had completed her main tasks, learned something new, and maintained her energy throughout the day. She realized that starting the day productively was not about doing more, but about doing the right things with focus and intention.

2. Useful Words and Expressions (20—30)

start the day — начать день
productive morning — продуктивное утро
wake up early — проснуться рано
go off (alarm) — сработать (будильник)
resist temptation — сопротивляться искушению
clear the mind — очистить разум
stay focused — оставаться сосредоточенным
build habits — формировать привычки
light exercise — лёгкая зарядка
energy levels — уровень энергии
stay present — быть в моменте
healthy meal — здоровая еда
grab something quick — быстро перекусить
avoid distractions — избегать отвлечений
set priorities — расставить приоритеты
to-do list — список дел
feel overwhelmed — чувствовать перегруженность
in control — под контролем
commute to work — дорога на работу
educational podcast — образовательный подкаст
build momentum — набирать темп
sense of achievement — чувство достижения
take a break — сделать перерыв
maintain energy — сохранять энергию
do the right things — делать правильные вещи
work efficiently — работать эффективно

3. Exercises

Exercise 1: Fill in the blanks

Maria wanted to start her day in a more ____ way.
She tried to ____ the temptation to check her phone.
She did light ____ to wake up her body.
She wrote a ____ list before leaving home.
She avoided ____ during breakfast.
She listened to a ____ podcast on her way to work.
She focused on building early ____.
She took a proper ____ during lunch.

Exercise 2: Multiple Choice

What did Maria do differently in the morning?

- A) She slept longer
- B) She avoided her phone
- C) She worked immediately

What did she eat for breakfast?

- A) Fast food
- B) Oatmeal with fruit
- C) Only coffee

How did she use her commute time?

- A) Sleeping
- B) Watching videos
- C) Listening to a podcast

What did Maria focus on at work first?

- A) Emails
- B) Social media
- C) Most important task

Exercise 3: Questions (Answer in 2—3 sentences)

Why did Maria decide to change her morning routine?

What habits helped her start the day productively?

How did she use her commute time in a useful way?

Why did Maria take a break during lunch?

What is the main lesson from Maria's experience?

4. Answer Key

Exercise 1

productive

resist

exercise

to-do

distractions

educational

momentum

break

Exercise 2

1 — B

2 — B

3 — C

4 — C

Exercise 3 (Sample Answers)

Maria decided to change her morning routine because she had experienced several unproductive weeks. She wanted to improve her energy levels and overall efficiency.

Her habits included waking up early, avoiding her phone, doing light exercise, and planning her tasks. These actions helped her feel more focused and organized.

She used her commute time by listening to an educational podcast. This allowed her to learn new information and use her time more effectively.

Maria took a break during lunch to rest and recharge her energy. She understood that breaks are important for maintaining productivity throughout the day.

The main lesson is that productivity depends on intentional habits and good planning. Doing the right things with focus is more effective than simply doing more tasks.

Breakfast Habits and Energy

1. Story

Daniel used to underestimate the importance of breakfast. On most weekdays, he either skipped it completely or grabbed something quick on his way out. As a result, he often felt tired before noon and struggled to stay focused during the first half of his day. Over time, he realized that his morning energy levels were closely connected to what he ate — or did not eat — after waking up.

One morning, Daniel decided to make a change. He woke up a little earlier than usual to give himself enough time for a proper breakfast. Instead of rushing, he stayed calm and followed a simple routine. He washed his face, drank a glass of water, and sat down at the kitchen table without distractions.

He prepared a balanced meal consisting of eggs, whole-grain toast, and fresh fruit. While eating, he avoided checking his phone or watching videos. He wanted to focus on the food and pay attention to how he felt. This small change helped him become more mindful of his morning habits.

After breakfast, Daniel noticed a clear difference in his energy. He did not feel heavy or sleepy, as he sometimes did after eating sugary snacks. Instead, he felt light, alert, and ready to start the day. He realized that a healthy breakfast could significantly improve his concentration and productivity.

At work, Daniel usually experienced a mid-morning energy drop. However, on this day, he managed to stay focused for a longer period of time. He completed his tasks more efficiently and did not feel the need for constant coffee breaks. This surprised him, as he had always believed that coffee was the main source of his energy.

During lunch, Daniel reflected on his morning experience. He understood that small daily choices could have a big impact on overall well-being. He decided to continue improving his eating habits, not only for breakfast but throughout the entire day.

In the evening, Daniel felt satisfied with his progress. He did not feel exhausted, as he usually did after work. Instead, he still had enough energy to go for a short walk and plan the next day. He realized that good breakfast habits were not just about food, but about building a stable and healthy routine.

From that day on, Daniel made a conscious effort to treat breakfast as an important part of his lifestyle. He stopped skipping it and began experimenting with healthier options. Gradually, he noticed long-term improvements in his mood, focus, and overall energy levels.

2. Useful Words and Expressions

skip breakfast — пропускать завтрак
grab something quick — быстро что-то перехватить
energy levels — уровень энергии
feel tired — чувствовать усталость
stay focused — оставаться сосредоточенным
morning routine — утренний распорядок
drink a glass of water — выпить стакан воды
balanced meal — сбалансированный приём пищи
whole-grain toast — тост из цельнозернового хлеба
fresh fruit — свежие фрукты
avoid distractions — избегать отвлечений
check the phone — проверять телефон
feel light — чувствовать лёгкость
feel alert — быть бодрым
improve concentration — улучшить концентрацию
mid-morning drop — спад энергии в середине утра
work efficiently — работать эффективно
coffee break — кофейный перерыв
overall well-being — общее самочувствие
eating habits — пищевые привычки
pay attention to — обращать внимание на
feel exhausted — чувствовать истощение
make a conscious effort — сознательно стараться
long-term improvement — долгосрочное улучшение
healthy option — здоровый вариант
stable routine — стабильный распорядок

3. Exercises

Exercise 1: Fill in the blanks

Daniel used to ____ breakfast in the morning.

He wanted to improve his energy ____.

He ate a ____ meal with eggs and fruit.

He avoided ____ while eating.

He felt more ____ after breakfast.

He had a mid-morning energy ____.

He decided to improve his eating ____.

He made a ____ effort to change his habits.

Exercise 2: Multiple Choice

What was Daniel's usual morning habit?

A) Eating a full breakfast

B) Skipping breakfast

C) Cooking lunch early

What did Daniel eat for breakfast?

A) Fast food

B) Balanced meal

C) Only coffee

How did he feel after changing his breakfast?

A) More tired

B) More alert

C) More stressed

What did he do during breakfast?

A) Watched TV

B) Checked emails

C) Avoided distractions

Exercise 3: Questions (Answer in 2—3 sentences)

What problems did Daniel experience when he skipped breakfast?

What changes did he make to his morning routine?

How did breakfast affect his energy during the day?

Why did Daniel stop relying only on coffee?

What long-term lesson did Daniel learn from this experience?

4. Answer Key

Exercise 1

skip
levels
balanced
distractions
alert
drop
habits
conscious

Exercise 2

1 — B
2 — B
3 — B
4 — C

Exercise 3 (Sample Answers)

When Daniel skipped breakfast, he often felt tired and unfocused before noon. This negatively affected his productivity during the first part of the day.

He started waking up earlier, eating a balanced meal, and avoiding distractions during breakfast. He also became more mindful of his morning routine.

Breakfast helped him maintain stable energy levels throughout the morning. He felt more alert and could concentrate better at work.

Daniel stopped relying only on coffee because he realized it was not the true source of his energy. A proper breakfast gave him more stable and natural energy.

He learned that consistent healthy eating habits have a strong impact on daily performance. Small changes in routine can lead to long-term improvements in well-being.

Going to Work or School

1. Story

Every weekday morning, Elena followed the same route to university. She usually woke up early enough to avoid rushing, but she still needed to manage her time carefully. Living in a busy city meant that transportation could be unpredictable, so planning ahead was essential.

On this particular morning, Elena left her apartment slightly later than usual. She had spent too much time reviewing her notes and lost track of time. When she finally checked the clock, she realized she needed to leave immediately to avoid being late for her first lecture.

She quickly got ready, packed her bag, and double-checked that she had everything she needed: notebooks, a laptop, and her student ID. In situations like this, she had learned not to panic, but instead to focus on practical steps. She locked the door and hurried downstairs.

Outside, the weather was colder than expected. Elena tightened her coat and walked quickly toward the bus stop. She hoped that the bus would arrive on time, but she knew that delays were common during the morning rush hour. Many people were also heading to work or school, so the streets were already crowded.

When she arrived at the stop, she checked the schedule on her phone. The next bus was supposed to come in five minutes, but she was not fully confident it would be punctual. While waiting, she reviewed her lecture topic mentally, trying to prepare herself for the class ahead.

Fortunately, the bus arrived with only a slight delay. Elena managed to find a seat near the window. As the bus moved through the city, she observed the traffic and thought about her plans for the day. She preferred using this time productively instead of simply scrolling through social media.

By the time she reached the university, she had regained her focus. She walked quickly across campus, greeted a few classmates, and entered the lecture hall just before the lesson began. She felt relieved that she had not missed anything important.

During the lecture, Elena paid close attention and took detailed notes. She knew that consistent attendance and preparation were key to academic success. Even though the morning had been slightly stressful, she managed to stay organized and composed.

Later that day, Elena reflected on her experience. She realized that going to work or school on time was not only about transportation, but also about discipline and preparation. Small delays in the morning could easily affect the entire day if not managed properly.

From that moment on, she decided to improve her morning routine even further, especially her time management skills. She understood that reliability and consistency were habits that could make her academic life much smoother.

2. Useful Words and Expressions

weekday morning — буднее утро
follow a route — следовать маршруту
manage time — управлять временем
leave home — выходить из дома
lose track of time — потерять счёт времени
get ready — собираться
pack a bag — собирать сумку
double-check — перепроверить
panic — паниковать
practical steps — практические действия
rush hour — час пик
public transport — общественный транспорт
bus stop — автобусная остановка
bus schedule — расписание автобусов
arrive on time — прийти вовремя
slight delay — небольшая задержка
find a seat — найти место
focus on — сосредоточиться на
scroll through social media — листать соцсети
regain focus — восстановить концентрацию
take notes — делать заметки
academic success — академический успех
stay composed — сохранять спокойствие
time management — управление временем
reliability — надёжность
consistency — последовательность

3. Exercises

Exercise 1: Fill in the blanks

Elena usually follows the same ____ to university.

She lost ____ of time while studying.

She quickly packed her ____ before leaving.

She avoided ____ and stayed focused.

The bus arrived with a slight ____.

She used the commute to regain ____.

She took detailed ____ during the lecture.

She understood the importance of time ____.

Exercise 2: Multiple Choice

Why did Elena leave home later than usual?

A) She overslept

B) She spent too much time studying

C) She missed her alarm

What transport did she use?

A) Train

B) Bus

C) Taxi

What did she do while waiting for the bus?

A) Slept

B) Checked social media

C) Reviewed her lecture topic

How did she feel at the end of the morning?

A) Relieved

B) Angry

C) Confused

Exercise 3: Questions (Answer in 2—3 sentences)

Why was Elena's morning slightly stressful?

How did she prepare herself while waiting for the bus?

What did she do during the bus ride?

Why is time management important in Elena's experience?

What lesson did she learn from this morning?

4. Answer Key

Exercise 1

route
track
bag
panic
delay
focus
notes
management

Exercise 2

1 — B
2 — B
3 — C
4 — A

Exercise 3 (Sample Answers)

Elena's morning was slightly stressful because she left home later than planned. This created a risk of being late for her first lecture.

While waiting for the bus, she mentally reviewed her lecture topic. This helped her prepare and stay focused for the upcoming class.

During the bus ride, she observed the city and organized her thoughts for the day. She avoided distractions and used the time productively.

Time management is important because small delays can affect the entire schedule. Elena understood that planning helps prevent unnecessary stress.

She learned that discipline and preparation are essential for reliability. Good time management contributes to academic success and reduces daily stress.

Managing Time During the Day

1. Story

Oliver often felt that his days were too short. Even when he started the morning with clear intentions, he frequently ended up delaying important tasks and spending too much time on less important activities. As a result, he sometimes worked late in the evening and felt that he had not used his time effectively.

One day, Oliver decided to take a more structured approach to his schedule. He began by writing down everything he needed to accomplish during the day. Instead of keeping tasks in his head, he created a clear to-do list and divided it into priorities. This helped him see what was truly important and what could wait.

In the morning, Oliver focused on his most demanding task first. He noticed that his concentration was highest during the first few hours of the day, so he wanted to use that time wisely. Instead of checking emails or social media, he worked without interruptions and made steady progress.

Later in the morning, he allowed himself a short break. He understood that continuous work without rest often leads to fatigue and lower productivity. During his break, he stretched, drank water, and briefly stepped outside to clear his mind. This helped him return to work with renewed focus.

In the afternoon, Oliver had several smaller tasks to complete. He grouped similar activities together, such as replying to messages and organizing documents. This made his workflow more efficient and reduced the time spent switching between different types of work.

At one point, Oliver received an unexpected phone call that interrupted his schedule. Instead of losing control of the rest of his day, he calmly adjusted his plan. He realized that flexibility was also an important part of time management. Not everything could be predicted in advance, but he could always choose how to respond.

By the end of the day, Oliver had completed most of his planned tasks. He still had some unfinished work, but he decided to leave it for the next day instead of working late into the night. He understood that rest was necessary for maintaining long-term productivity.

That evening, Oliver reflected on his progress. He noticed that his new approach had helped him feel more organized and less stressed. Although he was still learning how to manage his time perfectly, he felt that he was moving in the right direction.

He realized that effective time management was not about doing everything at once, but about making conscious decisions, setting priorities, and maintaining balance throughout the day.

2. Useful Words and Expressions

manage time — управлять временем
structured approach — структурированный подход
to-do list — список дел
set priorities — расставлять приоритеты
important task — важная задача
less important activity — менее важное дело
work efficiently — работать эффективно
concentration level — уровень концентрации
check emails — проверять почту
without interruptions — без отвлечений
make progress — делать прогресс
take a break — делать перерыв
clear the mind — очистить разум
productivity — продуктивность
group tasks — группировать задачи
workflow — рабочий процесс
switch between tasks — переключаться между задачами
unexpected interruption — неожиданное отвлечение
adjust the plan — корректировать план
stay calm — сохранять спокойствие
flexibility — гибкость
unfinished work — незавершённая работа
long-term productivity — долгосрочная продуктивность
reflect on the day — анализировать день
feel organized — чувствовать организованность
make conscious decisions — принимать осознанные решения

3. Exercises

Exercise 1: Fill in the blanks

Oliver created a ____ list for his tasks.
He focused on his most ____ task first.
He worked without ____.
He took a short ____ during the morning.
He grouped similar ____ together.
He stayed ____ during unexpected interruptions.
He adjusted his ____ when needed.
He reflected on the ____ at the end of the day.

Exercise 2: Multiple Choice

What did Oliver struggle with before?
A) Lack of money
B) Poor time management
C) Lack of sleep
What did he do first to improve his day?
A) Slept longer
B) Made a to-do list
C) Called a friend
How did he handle interruptions?
A) He panicked
B) He ignored them completely
C) He adjusted his plan calmly
What did Oliver realize about time management?
A) It is only about working more
B) It is about balance and priorities
C) It is unnecessary

Exercise 3: Questions (Answer in 2—3 sentences)

What problems did Oliver experience before improving his time management?
How did he organize his tasks during the day?
Why did he take breaks during work?
How did he react to unexpected interruptions?
What is the main lesson from Oliver's experience?

4. Answer Key

Exercise 1

to-do
important
interruptions
break
tasks
calm
plan
day

Exercise 2

1 — B
2 — B
3 — C
4 — B

Exercise 3 (Sample Answers)

Oliver often struggled with poor time management and frequently delayed important tasks. This caused him to work late and feel unproductive.

He organized his tasks using a structured to-do list and prioritized important activities. He also grouped similar tasks to improve efficiency.

He took breaks to rest and clear his mind. This helped him maintain focus and avoid fatigue.

He reacted calmly and adjusted his schedule instead of panicking. He understood the importance of flexibility.

The main lesson is that effective time management requires prioritization, structure, and adaptability. Productivity depends on both planning and balance.

Taking a Break and Relaxing

1. Story

Sophie used to believe that being productive meant working without stopping. She often pushed herself through long hours of study or work, thinking that breaks were a waste of time. However, she gradually began to notice that her concentration dropped sharply after several hours of continuous effort. She also felt more tired and less motivated as the day went on.

One particularly busy week, Sophie had several deadlines to meet. She worked from early morning until late evening, trying to complete everything as quickly as possible. At first, she felt that she was making good progress. However, by the middle of the day, she started to lose focus and made small mistakes that took extra time to correct.

On the third day, Sophie realized that her approach was not sustainable. She felt mentally exhausted and found it difficult to concentrate even on simple tasks. Instead of continuing in the same way, she decided to change her routine and include proper breaks throughout the day.

She started by planning short pauses between work sessions. After every hour of focused work, she allowed herself a ten to fifteen-minute break. During these breaks, she stepped away from her desk, stretched her body, and avoided looking at screens. This helped her reduce mental fatigue and restore her energy.

Sophie also began to take a proper lunch break instead of eating quickly while working. She went outside for a short walk, enjoyed fresh air, and tried not to think about her tasks for a while. This change had a noticeable effect on her mood and productivity.

In the evenings, she introduced a relaxing routine. Instead of continuing to work late, she set a clear finishing time. After that, she did calming activities such as reading, listening to music, or simply resting. She noticed that her sleep improved and she woke up feeling more refreshed.

Over time, Sophie realized that breaks were not a sign of laziness but an essential part of effective work. When she returned to her tasks after resting, she was able to focus more clearly and complete her work faster.

By the end of the week, Sophie had not only met her deadlines but also felt healthier and more balanced. She understood that productivity is not only about how much time you spend working, but also about how well you manage your energy.

2. Useful Words and Expressions

take a break — делать перерыв
work without stopping — работать без остановки
waste of time — пустая трата времени
concentration drops — концентрация падает
lose focus — терять концентрацию
make progress — делать прогресс
meet deadlines — соблюдать сроки
mental exhaustion — умственное истощение
sustainable approach — устойчивый подход
focused work — сфокусированная работа
mental fatigue — умственная усталость
restore energy — восстановить энергию
step away from desk — отойти от рабочего места
screen time — время перед экраном
take a lunch break — делать обеденный перерыв
go for a walk — пойти на прогулку
fresh air — свежий воздух
improve mood — улучшить настроение
relaxing routine — расслабляющий режим
set a finishing time — установить время окончания работы
calm activity — спокойное занятие
feel refreshed — чувствовать себя отдохнувшим
productivity — продуктивность
manage energy — управлять энергией
avoid burnout — избегать выгорания

3. Exercises

Exercise 1: Fill in the blanks

Sophie used to work without ____.
Her concentration began to ____ during long work sessions.
She realized her approach was not ____.
She took short ____ during the day.
She stepped away from her ____.
She went for a ____ during lunch.
She set a clear ____ time in the evening.
Breaks helped her restore her ____.

Exercise 2: Multiple Choice

What did Sophie believe at first?
A) Breaks are important
B) Working without stopping is productive
C) Sleep is unnecessary
What problem did she experience?
A) Too much free time
B) Mental exhaustion and loss of focus
C) Lack of tasks
What did she do during breaks?
A) Checked emails
B) Continued working
C) Stretched and rested
What did she learn in the end?
A) Breaks are essential for productivity
B) Working longer is always better
C) Breaks slow down progress

Exercise 3: Questions (Answer in 2—3 sentences)

Why did Sophie's productivity decrease during long working hours?
What changes did she make to her daily routine?
How did short breaks help her during the day?
Why is taking a lunch break important according to the story?
What is the main lesson from Sophie's experience?

4. Answer Key

Exercise 1

stopping
drop
sustainable
breaks
desk
walk
finishing
energy

Exercise 2

1 — B
2 — B
3 — C
4 — A

Exercise 3 (Sample Answers)

Sophie's productivity decreased because she worked for long periods without rest. This caused mental fatigue and reduced her ability to concentrate.

She introduced short breaks, took proper lunch breaks, and set a clear finishing time in the evening. She also included relaxing activities in her routine.

Short breaks helped her reduce mental fatigue and restore her energy. They allowed her to return to work with better focus.

Taking a lunch break was important because it helped her disconnect from work and recover mentally. It also improved her mood and overall productivity.

The main lesson is that breaks are essential for maintaining productivity and preventing burnout. Effective work requires a balance between effort and rest.

Evening Routine After Work

1. Story

After long and demanding workdays, Lucas often felt mentally drained. In the past, he used to continue working at home, answering emails or thinking about unfinished tasks. As a result, he rarely had time to rest properly, and his sleep quality gradually worsened. He realized that his evenings had become an extension of his work rather than a time for recovery.

One day, Lucas decided to change this habit. He understood that a structured evening routine could help him relax, recharge, and prepare for the next day. He started by setting a clear boundary between work and personal time. Once he left the office, he made a conscious effort not to check work messages or think about deadlines.

When he arrived home, Lucas first focused on simple recovery activities. He changed into comfortable clothes, drank water, and gave himself a few minutes of silence to transition from work mode to rest mode. This small pause helped him feel more present and less mentally overloaded.

Instead of immediately turning on the television or scrolling through his phone, Lucas introduced a short walk after dinner. This became one of his most effective habits. Walking outside helped him clear his mind, reduce stress, and reflect on the day in a calm and natural way.

After his walk, Lucas usually had a light dinner. He avoided heavy meals late in the evening because they made him feel tired and uncomfortable. While eating, he tried to stay away from distractions and focused on the simple experience of the meal.

Later in the evening, Lucas dedicated time to quiet and relaxing activities. He sometimes read a book, listened to soft music, or planned the next day briefly. He noticed that writing a short plan for tomorrow reduced his anxiety and helped him fall asleep more easily.

He also established a consistent bedtime. Instead of going to bed at different times each night, he tried to follow a regular schedule. This improved his sleep quality and made it easier for him to wake up in the morning feeling refreshed.

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