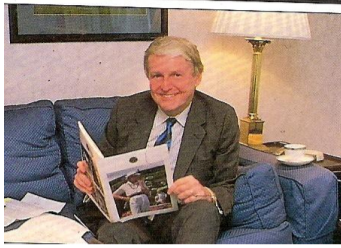


Nombre: _____

The Perfect Time Manager?

1. Read and answer.



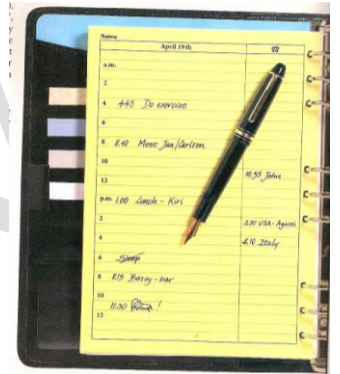
A DAY IN THE LIFE OF Mark McCormack, multi-millionaire.

Mark McCormack is American. He's sixty-three. He's the manager of many famous people, including Monica Seles and Alain Prost. He's married with two sons and a daughter. He has forty-two offices in twenty countries, and homes in London, New York, Cleveland, and Florida.

"I get up every morning at 4.30. If my agenda says 'Do exercise', I do some exercise. My secretary arrives at about 5.15 and she brings the newspaper. Then I have a shower and I get dressed. I usually have coffee and cereal for breakfast at the Carlton Tower Hotel (if I am with a client) or I just have a coffee at home."

"First I look at my yellow agenda. On the left are my meetings. On the right are my phonecalls. I'm a very good time-manager. I always plan my life exactly for the next six months. I write down everything I do: how many hours I sleep, how many hours I see my children, and how many hours I spend in each city of the world. I have business meetings in my office from 9.00 a.m. until lunchtime. At 1.00 I usually have lunch at the Carlton, and I always sit at the same table. After lunch I call the USA, and after that I sleep until 6.00."

"At 7.00 I often have a drink with a friend or a client in a bar. I usually have a Jack Daniels whisky. Then I have dinner at a restaurant. I never cook. In the evening, if my wife is with me, we sometimes go to the cinema. We have meetings to plan our life together. We try to spend about 60% of our time together. I go to bed at about 11.30. Sleeping is not a problem for me. It's in my yellow agenda – so I go to bed and I sleep."



1) What does Mark McCormack do?

2) He has a shower before breakfast.

TRUEFALSE

3) Mark writes everything he does in his agenda.

TRUEFALSE

4) Does he work in the afternoon?

5) What does he like drinking when he goes to a bar?

2. Read more about Mark Mc.Cormack and complete with words from the box

EARLY	SPEAK	TIME	HOURS	HAIR	LIFE	LIVES
	SHOWER	FRIENDS	HOURL	WEARS		

Mark McCormack is a short man. He has short brown _____ and dark eyes. He always _____ a white shirt, a black suit and a red tie.

Mark thinks he is the perfect time manager: He gets up very _____ and he does some exercise. Then he takes a _____. He has breakfast at 7.00 and he works with his secretary for two _____. He has meetings in the morning from 9.15 until lunchtime. Everything in his _____ is perfectly planned.

Mark is American, but he _____ in London with his family. At the moment, he isn't in London. He is working in France.

In his free _____, Mark likes going to the cinema or meeting his _____ for a drink.

Mark can _____ three different languages: English, French and Spanish.

3. Read about Mark's secretary and complete with words from the box

THEIR NEVER TO HER EVERY AND BUT IN AT THERE

Stella Grant is Mark's secretary. She works very hard. _____ day she goes to Mark's house _____ 5.15 and she plans the rest of the day with him. Then she goes _____ the office and makes phone calls and other things. She can _____ leave the office before 6.00 _____ the afternoon.

Stella is not married _____ she has got a boyfriend. They live in a flat near Stella's office. _____ flat is not very big. _____ are only two rooms, a kitchen and a bathroom. Stella's boyfriend doesn't like _____ job. She's always tired _____ doesn't want to go out.

4. Read this phone conversation between Mark and his wife. Circle the correct option

Mark: Hi. How are you?
Mark's wife: Fine, thanks. Where **IS / ARE** you?
Mark: I'm at the Carlton. I **HAVE / AM HAVING** breakfast. You know I always **HAVE / AM HAVING** breakfast at 7.00. And you?
Mark's wife: Yes, I know... I'm at home, with the kids.
Mark: What **DO THEY DO / ARE THEY DOING**?
Mark's wife: Watching TV, I think. It's the Grammy's Awards. You know they love **WATCHING / WATCH** that show. Anyway, why are you calling? **IS / ARE** there a problem?
Mark: Not really. Yesterday I **WAS / WERE** at home all day. I **HAVE / HAD** a very bad cold. Stella was here, too. We **WAS / WERE** very busy making phone calls and speaking to my clients.
Mark's wife: Mark! You are incredible! Why **AREN'T YOU COMING / DON'T YOU COME** back home?

5. Complete the interview to Mark's wife with the phrases in the bubbles. Be careful! There is an extra one.

How old are your children

What are you doing

How much time do you spend with Mark

What do you do

What is your husband doing now

Does Mark see them

Interviewer: _____ ?

Mark's wife: I'm a housewife. I don't work.

Interviewer: _____ ?

Mark's wife: We usually spend 60% of our time together. That's a lot, right?

Interviewer: _____ ?

Mark's wife: Our children are 10, 13 and 15.

Interviewer: _____ ?

Mark's wife: Yes, he does. He sees them every day at about 7.30 p.m.

Interviewer: _____ ?

Mark's wife: Now? He's working in France.

6. Write a letter about your favourite day of the week. Include the following information:

- What day is it?
- Why is it your favourite day?
- Where do you go?
- Do you go alone?
- Who do you go with?
- What do you do in the morning?
- What do you do in the afternoon?
- What do you do in the evening?