Write a Post About Managing Time

B1 · Writing · WORKSHEET

Name: _____ Date: _____

1. Choose the best sentence for each part.

Choose the sentence that fits the part of the post.

1. Introduction
   Choices: Do you ever feel you don’t have enough time? / You ever feel enough time not? / Time is enough I feel.

   Answer: _____

2. Experience
   Choices: I’ve been using a to-do list for two months. / I use a to-do list since two months. / I been using to-do list.

   Answer: _____

3. Tip
   Choices: You should turn off your phone when you study. / You should to turn off phone study. / You turn should off your phone.

   Answer: _____

4. Closing
   Choices: What tips do you have? Share them below! / What tips you have? Share below them! / Tips what you have?

   Answer: _____

2. Plan your post.

Complete the plan.

1. Your time problem:

2. What you have been doing about it:

3. Two tips and a closing question:

3. Write your post.

Write a post of 70–90 words about managing time.

1. Write your post.