

For questions 17 – 24, read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the gap in the same line. There is an example at the beginning (0).

In the exam, you write your answers **IN CAPITAL LETTERS** on a separate answer sheet.

Example: 0 E N T I T L E D

## Time management

Julie Morganstern's book (0) ..... *Time Management from the Inside* TITLE  
Out aims to help people organise their time better.

For Julie, getting yourself organised is what she calls a 'learnable' skill.  
One common reason she (17) ..... for people not getting things done, IDENTITY  
be it tasks at work, study (18) ..... , or things they hope to achieve in OBJECT  
their free time, is that they don't set aside a (19) ..... time in which to SPECIFY  
do things.

In other words, they're always trying to fit new activities into an existing full  
schedule and (20) ..... how long tasks are actually going to take. As a ESTIMATE  
result, they get behind schedule, and miss deadlines.

To avoid this, Julie suggests making a list of 'must do' tasks and putting  
a time (21) ..... next to each. This means that a direct comparison can ALLOW  
be made between time spent on each task and how long you (22) ..... ORIGIN  
thought it would take you. In no time at all, you'll be able to make an expert  
(23) ..... about how long activities really take, meaning that you're more JUDGE  
(24) ..... about how much you set out to achieve in the first place. REAL