

## WORK COLLOCATIONS

**Exercise 1. Choose the correct word to complete the sentences.**

1. I always turn off my phone when I'm working so I don't \_\_\_\_\_ concentration.
  - a. get
  - b. lose
  - c. forget
2. Andreas was ill last week so he \_\_\_\_\_ behind schedule with his work.
  - a. fell
  - b. lost
  - c. met
3. I find it easier to \_\_\_\_\_ distractions when I'm working at home instead of in the office.
  - a. keep
  - b. avoid
  - c. deal
4. Even though Josue works at home, he \_\_\_\_\_ to the same routine every day.
  - a. has
  - b. gets
  - c. keeps
5. Selma's new job is difficult, but she enjoys \_\_\_\_\_ with the challenge.
  - a. dealing
  - b. meeting
  - c. seeing
6. I \_\_\_\_\_ a lot done today – I finished a report, applied for a new job and went to three meetings.
  - a. had
  - b. made
  - c. got

**Exercise 2: Complete the article with the words below.**

avoid – get – lose – meet – schedule – way

### How to achieve more at work

Whether you work in an office or from home, it's often difficult to stay focused on work and (1) \_\_\_\_\_ deadlines. The good news is that there are several things you can do to help you concentrate. So, if you're struggling to (2) \_\_\_\_\_ things done, try some of these tips.

- Try to (3) \_\_\_\_\_ distractions. Or, make an effort to reduce them as much as possible. Turn off the notifications on your phone, and tell people around you not to disturb you.
- Taking breaks helps you to complete tasks and ensure you don't fall behind (4) \_\_\_\_\_. Set a timer for twenty minutes and take a five-minute break when the alarm goes off. You'll be amazed at how much you can do in twenty minutes.
- The longer you work without a break, the easier it is to (5) \_\_\_\_\_ concentration. Get up and move around for a few minutes or go for a walk.
- Many of us are guilty of avoiding tasks we don't want to do, but if you get them out of the (6) \_\_\_\_\_ you'll feel more relaxed, and it'll be easier to do your other work.

## ANSWER KEY

### Exercise 1.

- |      |      |      |
|------|------|------|
| 1. b | 2. a | 3. b |
| 4. c | 5. a | 6. c |

### Exercise 2.

- |             |         |          |
|-------------|---------|----------|
| 1. meet     | 2. get  | 3. avoid |
| 4. schedule | 5. lose | 6. way   |