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BEST USE OF TIME

Activity 01

Ravi is a boy who uses his leisure time effectively. Use the following picture clues, re-order and write what Nupun did.



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Activity 02

Read the following saying and write a short description to prove it.

“Time is more valuable than money. You can get more money but you cannot get more time” Jim Rohn

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Activity 03

Read and answer.

What is GMT?

Greenwich Mean(or Meridian) Time is international time and the basis of the world time clock. This gives the exact date and time of different locations of the world. Hence, Greenwich is the place from where all time zones are measured. The Greenwich Meridian (Prime Meridian or Longitude Zero degrees) marks the starting point of every time zone in the World. GMT is Greenwich Mean (or Meridian) Time is the mean (average) time that the earth takes to rotate from noon-to-noon. This is widely regarded as the correct time for every international time zone.

The origin of GMT is in Greenwich, England and in operation since 1884. Greenwich in England is located at 0° 0' 0" Longitude and 51° 28' 38" N Latitude (North of the Equator). The time is usually displayed using both the 24-hour format (0 - 24) or the 12-hour format (1 - 12 am/pm). Sri Lanka Standard Time is 5.5 hours (5 hours 30 minutes) ahead of Greenwich Mean Time.

1. What is GMT?

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2. What does it do?

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3. What is the origin of it?

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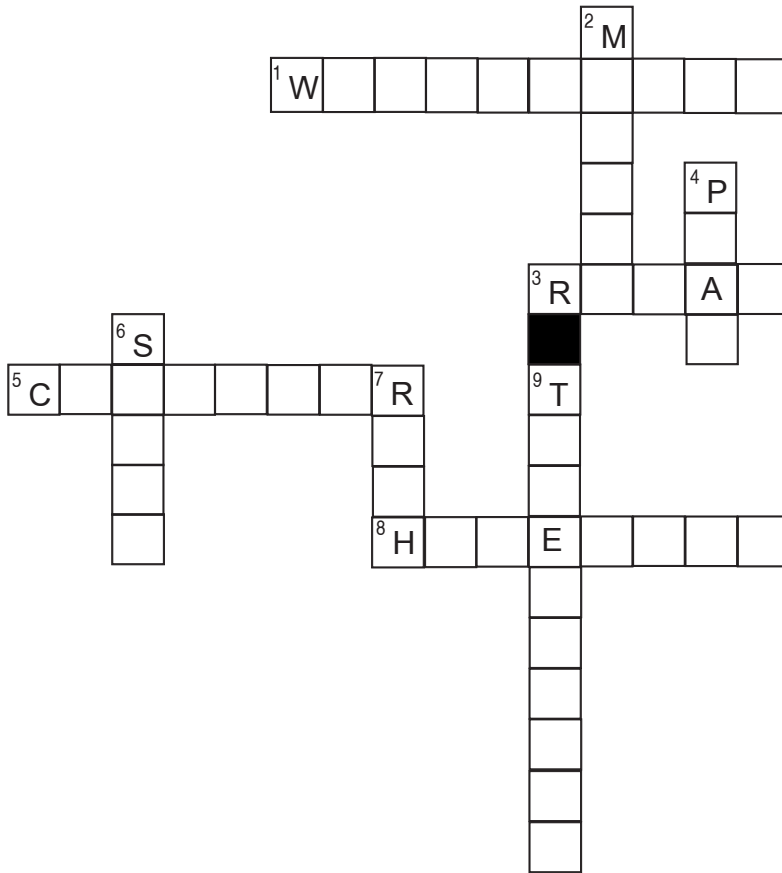
4. Where is Greenwich located?

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5. How is the Sri Lankan standard time counted globally?

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6. Read, find the clues and complete the puzzle given.



Across

1. Something you wear that tells time.
3. If you get everything done with time to spare you can sit back and do this.
5. Use this to plan your work.
8. Some pupils do not like to get this from teachers though it is important.

Down

2. We cannot slow down or get more time. But we can learn how to it.
4. You should do this to save your time.
6. Experts agree you should get this about eight hours a night.
7. This is what you do when you are in a hurry.
9. This gives entertainment and education but also can waste a lot of time.

Activity 04

Read the following advertisement and do the activities given.

CAREER OPPORTUNITIES

A leading construction company engaged in prestigious construction projects urgently requires:

ASSISTANT MANAGER H.R

Minimum 05 years core H.R experience on the same position in construction industry. At least MBA / MPA / MAS with majors in HRM. Good Interpersonal communication and correspondence skills.

TIME KEEPER DATA ENTRY OPERATOR

STORE OFFICER ADMIN OFFICER

Candidate must be Graduate, possessing minimum 5 years experience at the same position. Experience in Construction Company will be preferred.

Those who meet the above criteria should send their detailed resume by Sep 21, at **jobs@timecom.lk**

Clearly mentioning the position in Subject otherwise resume will not be entertained.

 **Time Construction Company,
Galle Road, Panadura.**

1. How many positions are vacant?

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2. Who can apply for the post of Assistant Manager HR?

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3. What should a person possess to apply for Time Keeper post?

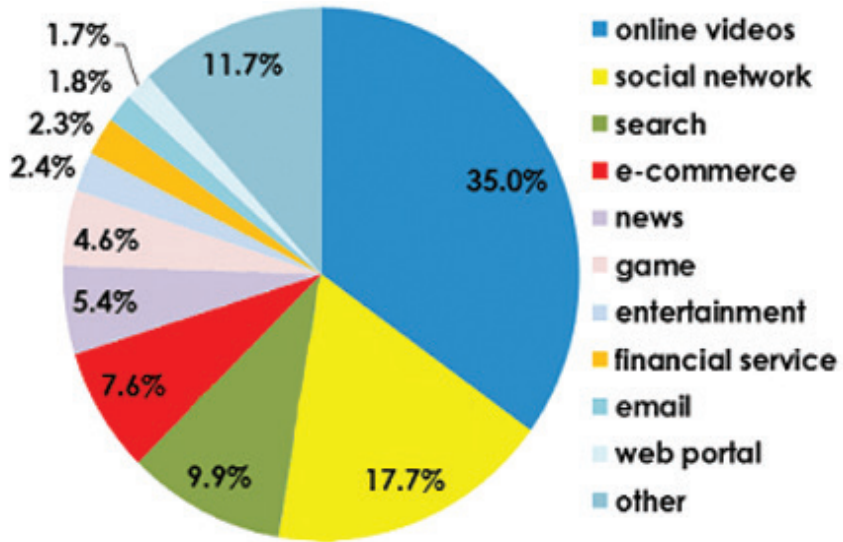
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Activity 05

China Internet Watch reveals the time spent on internet by the users in 2013 in a chart as follows. Study the chart and describe.



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 Activity 06

1. Write the word class of the following words.

- a) Colourful
- b) Popular.....
- c) Hardship.....
- d) Punctual.....
- e) Preparation.....
- f) Accurate.....
- g) Hardly.....
- h) Tolerance.....
- i) Management.....
- j) Clarification.....

2. Write meaningful sentences using the above words.

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 Activity 07

Write an essay on “How I manage my time”.

A series of horizontal dotted lines for writing an essay.

