

Time Management with Modal Verbs.

- **PART ONE : Time management :**

In this lecture you will learn how to manage your time and how to using modal verbs.

- ❖ **what is time management and what is its importance ?**

Time management is the ability to use your time effectively or productively. i.e it is a strategy to coordinate, organize your tasks or activities in the way you make sure that they are done on the right time or on schedule.

- ❖ **what is its importance ?**

- ✓ It helps you prioritize your work.
- ✓ You get more done in less time.
- ✓ It increases your productivity.
- ✓ It helps you achieve your goals on time.
- ✓ It helps you to work smarter, not harder.
- ✓ It makes you more aware on how you want to invest your time.
- ✓ It reduces stress and anxiety.

- ❖ **Tips for effective time management :**

- ✓ Set goals correctly.
- ✓ Prioritize wisely.
- ✓ Set a time limit.
- ✓ Organize yourself.
- ✓ Remove non-essential tasks
- ✓ Plan ahead.

- **PART TWO : Modal Verbs.**

while making your list or your schedule of the most important things to do in order to reach your goals. Here is some modal verbs that you need to use, but first...

What is a modal verb ?

They are **Auxiliary verbs** that are used to provide a specific meaning to the verb of the sentence. They are also known as **Modal Auxiliary verbs**.

❖ The most common examples of Modal verbs :

Modal verb	Used for	Example
Can	Ability, astonishment, doubt,, permission, request.	<ul style="list-style-type: none"> ➤ Can you give me your phone number ? ➤ Trust me, i know You <u>can</u> do it by yourself.
May	Permission, supposition with doubt, if not prohibition, probability.	<ul style="list-style-type: none"> ➤ <u>May</u> i have your attention ? ➤ I <u>may</u> go to the doctor today, i feel bad.
Must	Obligation, firm necessity, logical conclusion.	<ul style="list-style-type: none"> ➤ You <u>must</u> tell us the truth.
Shall	Intention, supposition.	<ul style="list-style-type: none"> ➤ I <u>shall</u> be at my aunt house for her son birthday.
Will	Wish, desire, will, confidence (In the future).	<ul style="list-style-type: none"> ➤ I <u>will</u> do my best to pass my English exam.
Ought to	Moral duty, insistent advice, strict recommendation.	<ul style="list-style-type: none"> ➤ I ought to be honest with my friend and tell her that she deserves better.
Have to/ Have better to / Need to	Necessity or unnecessity. (forced circumstances).	<ul style="list-style-type: none"> ➤ You have/ need to make money to buy a car.
Would	Wish " to want or like to", polite request, a habit of the past.	<ul style="list-style-type: none"> ➤ I would pick this red dress. ➤ Would you mind if i ask you out.

➤ The structure of a sentence with a model verb :

Subject + Model verb + verb (stem) + object (the rest of the sentence).

Exercise : write an essay in which you tell your classmates, how do you manage your time during your exams ? (using the appropriate modal verbs.)

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