

EVOLVE LEVEL 3, audioscript for Unit Quiz 8A

Kayla: Hi- Brandon. What are you doing?

Brandon: I'm looking at my to-do list.

Kayla: What are those letters that you have written next to each task?

Brandon: The letter 'U' means that the task is urgent. If it's urgent, I need to do it very soon. For example, listening to music isn't urgent, but finishing this report is. I have to finish this report by Friday.

Kayla: What about the 'I'?

Brandon: The letter I means that the task is important. I think it's important to exercise and read books. These things are good for me and have benefits in the long term, but they are not urgent.

Kayla: Interesting. But how does this help you? I mean, like, what do you do once you've decided whether each activity is important or urgent?

Brandon: Well, it helps me organize my list. I always start with the activities that are both important and urgent, such as finishing this report. Then I try to do the important things because they are useful to me for the future.

Kayla: Can you give me an example of something which is urgent but isn't important?

Brandon: I think most emails are urgent because people want you to reply soon, but they are usually not important for me – they are important for the other people!

Kayla: That's true! Are there any activities which are not urgent and not important?

Brandon: Of course! Playing games on my phone or watching TV.

Kayla: But those are two of my favorite things! In fact, I'm going to watch my favorite TV show now. Do you want to watch it with me?

Brandon: No! I have to finish this report!

Kayla:

OK. Have fun!