

For questions 1-8, read the text below and decide which answer (A, B, C or D) best fits each gap. There is an example at the beginning (0).

**Example:**

A <u>anything</u>	B nothing	C something	D thing
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## How to battle procrastination

Have you ever found yourself in a situation when you don't feel like doing 0 \_\_\_\_\_? If you have a tendency to put doing things 1 \_\_\_\_\_ for later, it means you're a procrastinator. It is a behavioural pattern characterised 2 \_\_\_\_\_ postponing something that can (and sometimes has to be) done now, without a reason. This probably sounds familiar, as according to a recent study almost 37% of the population suffer from this condition in one way or another.

So how does one overcome laziness and get more productive? One way is 3 \_\_\_\_\_ up a plan and sticking to it. It should 4 \_\_\_\_\_ small, easy-to-do tasks like washing dishes, doing your homework, and many others. This creates a sense of 5 \_\_\_\_\_ and therefore reinforces your desire to stay productive.

Another effective approach is to reward yourself for accomplishing personal goals. 6 \_\_\_\_\_ yourself to a piece of cake after completing yet another task. You don't have to limit this 7 \_\_\_\_\_ food, it can be virtually anything you like. You can also spoil yourself by buying a nice piece of clothing or a new phone – do whatever it 8 \_\_\_\_\_ to stay productive!

1	A away	B off	C out	D down
2	A by	B with	C as	D in
3	A making	B thinking	C inventing	D drawing
4	A consist	B encompass	C contain	D take
5	A victory	B success	C triumph	D accomplishment
6	A help	B treat	C provide	D gift
7	A to	B by	C with	D as
8	A needs	B requires	C takes	D means

## Answers and explanations

1. **B – off.** 'To put off' means to postpone, to delay doing something, to move it to a later time or date. 'To put away' means to set aside, usually about some objects, e.g. 'he put away his phone and went to bed'. 'To put down somebody' is to criticise them.
2. **A – by.** 'To be characterised by something' is to have qualities or properties of it, e.g. 'Introvert behaviour is characterised by reluctance to communicate with other people, especially strangers'.
3. **D – drawing.** 'To draw up a plan' is to come up with a course of action for a certain period of time. 'To make up' is to think of something imaginable, e.g. 'to make up a story'. 'To think up' is to come up with an idea through mental effort. Answer C does not make a phrasal verb.
4. **C – contain.** Keep in mind that the verb 'contain' refers to the word 'plan' and therefore should collocate well with it. 'Consist' need preposition 'of' here. Other options do not fit the context.
5. **D – accomplishment.** Context is important here. Since we are talking about small things, they do not warrant calling them 'victories' or 'triumphs'. Accomplishment is something that you manage to do, whether small or significant.
6. **B – treat.** 'To treat yourself' is to indulge one's desires, usually as a form of rewarding. 'To help yourself' is usually said to another person to invite or encourage them to try or taste something. It is not normally used to refer to yourself.
7. **A – to.** We are talking about limiting factor, not a limiting body or individual (in which case it would have been 'by')
8. **C – takes.** 'Whatever it takes' is a set expression that means 'no matter what, it has to be done'.