

# ALTERNATE(LY) X ALTERNATIVE(LY)



Alternately means: "every second day/thing/weekend etc.", "first one and then the other", or "in turns"

We spend alternate weekends at our country cottage.

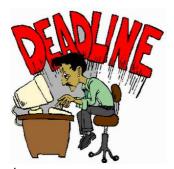
I'm alternately happy and depressed.

Alternative(ly) is similar to "different", "instead" or "on the other hand", it is used to suggest another possibility

Janet is not free on the 27<sup>th</sup>. We'll have to find and alternative date.

## **HOW TO KEEP DEADLINES?**

## Be realistic!



First of all it's crucial to make deadlines that you can actually keep. Setting deadlines too short is the first and most common mistake to make.

### **Good communication**

Be 100% sure that, both you and the client, have the same expectations regarding the actual deadline.

#### Plan ahead

I plan each week at the beginning of the week to make sure I get enough time to work on all the projects that have to be

done.

# **Checkpoints**

Set up checkpoints along the way. Make a list of goals for each project, so that you can see how far you've got and what you have left.

### Focus on one thing at a time

If you have split up the project into smaller pieces, it's important that you are able to focus on one thing at a time.

#### **VOCABULARY - DEADLINES**



Exceed a deadline [ɪk'siːd ə 'ded,laɪn] – nedodržet termín

Extend a deadline [ɪk'stend ə 'ded,laɪn] – prodloužit termín

Go over a deadline [ɡəʊ 'əʊvə ə 'ded,laɪn] – nedodržet termín

Meet a deadline [mixt ə 'ded,laɪn] – splnit termín

Miss a deadline [mɪs ə 'ded,laɪn] – nedodržet (prošvihnout) termín Set a deadline [set ə 'ded,laɪn] – stanovit termín

## **QUIZ: TEST YOUR KNOWLEDGE**

### Fill in one word only.



1.	I will	I need the	professo	or to	 the deadl	ine by	two
weeks.							

- 2. Has the deadline been \_\_\_\_\_ yet? Yes, it is by the end of January.
  - 3. I might go the deadline slightly.
  - 4. What would happen if I \_\_\_\_\_ the deadline? You would

be sacked.

KEY: 1. extend, 2.set, 3. over, 4. missed