

## 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 an 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'si:d ə 'ded,laɪn] – nedodržet termín

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

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

**Meet a deadline** [mi:t 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 need the professor to \_\_\_\_\_ the deadline 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