

“Our research shows that more of us are waking up to the fact that you can **skip**<sup>13</sup> the queue altogether, saving time and money, by using ‘queue **dodging**<sup>14</sup> **tactics**<sup>15</sup>’ like internet shopping, online banking and paying bills electronically,” said a council spokeswoman. (215 words)



### III. Information Related to the Text (IRT)

#### 1 Culture Shock

Culture shock is the difficulty people have adjusting to a new culture that differs markedly from their own. Culture shock was officially identified and categorized in 1958 by Kalvero Oberg.



Culture shock isn't a clinical term or medical condition. It's simply a common way to describe the confusing and nervous feelings a person may have after leaving a familiar culture to live in a new and different culture. When you move to a new place, you're bound to face a lot of changes. That can be exciting and stimulating, but it can also be overwhelming. You may feel sad, anxious, frustrated, and want to go home. It's natural to have difficulty adjusting to a new culture. People from other cultures may have grown up with values and beliefs that differ from yours. Because of these differences, the things they talk about, the ways they express themselves, and the importance of various ideas may be very different from what you are used to. But the good news is that culture shock is temporary.

To understand culture shock helps to understand what culture is. You may know that genes determine a big part of how you look and act. What you might not know is that your environment — your surroundings — has a big effect on your appearance and behavior as well. Your environment isn't just the air you breathe and the food you eat, though; a big part of your environment is culture. Culture is made up of the common things that members of a community learn from family, friends, media, literature, and even strangers. These are the things that influence how they look, act, and communicate. Often, you don't even know you're learning these things because they become second-nature to you — for instance, the way you shake hands with someone when meeting them, when you eat your meals each day, the kind of things you find funny, or how you view religion. When you go to a new place, you often enter a culture that is different from the one you left. Sometimes your culture and the new culture are similar. Other times, they can be very different, and even contradictory (相反的). What might be perfectly normal in one culture — for instance, spending hours eating a meal with your family — might be unusual in a culture that values a more fast-paced lifestyle. The differences between cultures can make it very difficult to adjust to the new surroundings. You may encounter unfamiliar clothes, weather, and food as well as different people, schools, and values. You may find yourself struggling to do things in your new surroundings that were easy back home. Dealing with the differences can be very unsettling (使人不安的); those feelings are part adjusting to a new culture. (465 words)

#### 2 How to Become More Time-conscious

Everybody thinks they're working hard — yet most people actually only use 60% or less of their available work time. In a Microsoft study done in 2005, more than 38,000 people in 200

countries were asked about their individual productivity. It turned out that though they were arriving at work five days a week, they were only usefully using three days. The curious thing about this wasted time is that people have worried about productivity for centuries, creating an endless stream of time management advice.

Time management is a compact set of established principles, skills, practices and tools which when rightfully applied can help you utilize your precious time and accomplish what you want. Time is a scarce and finite resource and the very foundation of proper time management begins with setting up your personal goal and developing your priorities. There are some tried-and-tested techniques that can offer a way to manage your time as well as your life.

**Make a time-table for the day.** It is the basic and most realistic way to begin with. Make a time-table for yourself listing the tasks that you have to complete in a day. It is like a to-do list which will keep reminding you what's on the agenda (日程) for the day. If you struggle to remember things, a time-table will be of huge help. Accordingly, one can set deadlines for accomplishing one's tasks. However, it is also mandatory to stick to your time-table to achieve the desired results.

**Prioritize.** Setting your priorities right is very important for being able to manage your time. Determine your priorities to know things that are to be done on a priority basis and what can be delayed for the later part of the day or the week. Sticking to the time-table will not help much if one fails to determine the order in which the tasks are to be done. You may not be able to finish off everything within the predetermined time limit and therefore, it is advisable to begin with tasks that you can't afford to delay.

**Prepare for all the factors.** Sometimes, we fail to factor in the transportation time and preparation required to get ready to perform a task. In that case, our task will take more time than what we might have assumed and consequentially (必然的), we'll struggle to stick to the time table we have prepared. It is important to think over all such factors which are capable of eating away considerable time.

**Delegate responsibilities.** Due to rareness of time, it becomes more important to delegate your duties than to assume that no one can do things better than you. It is not a wise thing to do, if managing time is your call. Delegation of responsibilities to juniors and colleagues will be, especially, beneficial at the official level.

**Take a breather.** Don't drown yourself in the sea of responsibilities you have to carry out. You will end up feeling stressed out and totally spent. In a day filled with a frustrating flurry (时间的混乱) of activities, it is essential to take a time-out or break to refresh yourself. Always remember that working to the limit is not the sole aim of your existence. Take a breather, whenever necessary.



(556 words)

### 3 Hourglass

An hourglass (sandglass, sand timer, sand clock, egg timer) measures the passage of a few minutes or an hour of time. It has two connected vertical glass bulbs allowing a regulated trickle



of material from the top to the bottom. Once the top bulb is empty, it can be inverted to begin timing again. The name hourglass comes from historically common hour timing. Factors affecting the time measured include the amount of sand, the bulb size, the neck width, and the sand quality. Alternatives to sand are powdered eggshell and powdered marble (云石). Modernly, hourglasses are decorative or used when an approximate measure suffices, as in egg timers for cooking or for board games.

The origin of the hourglass is unclear, no early source being known for the claim that the creator of the first sand clock was an 8th-century monk named Luitprand, who served at the cathedral in Chartres, France. It was not until the 14th century that the hourglass was seen commonly, the earliest firm evidence being a picture in the 1338 fresco (壁画) *Allegory of Good Government* by Ambrogio Lorenzetti. Unlike its predecessor the clepsydra (铜壶滴漏), or water clock, which may have been invented in ancient Egypt, the hourglass is believed to have originated in medieval Europe. This theory is based on the fact that the first written records of it are mostly from logbooks of European ships. Written records from the same period mention the hourglass, and it appears in lists of ships stores. An early record is a sales receipt of Thomas de Stetesham, clerk of the English ship *La George*, in 1345. It appears to have been purchased from a young lady named Krissi Cox.

Hourglasses were very popular on board ships, as they were the most dependable measurement of time while at sea. Unlike the clepsydra, the motion of the ship while sailing did not affect the hourglass. The fact that the hourglass also used granular (颗粒状的) materials instead of liquids gave it more accurate measurements. Seamen also found that the hourglass was able to help them determine longitude, distance east or west from a certain point, with reasonable accuracy.

The hourglass also found popularity on land as well. As the use of mechanical clocks to indicate the time of events like church services became more common, creating a “need to keep track of time”, the demand for time-measuring devices increased. Hourglasses were essentially inexpensive, as they required no rare technology to make and their contents were not hard to come by, and as the manufacturing of these instruments became more common, their uses became more practical.

Hourglasses were commonly seen in use in churches, homes, and work places to measure sermons (布道), cooking time, and time spent on breaks from labor. Because they were being used for more everyday tasks, the model of the hourglass began to shrink. The smaller models were more practical and very popular as they made timing more accurate. After 1500 A. D., the hourglass was not as widespread as it had been. This was due to the development of the mechanical clock, which became more accurate, smaller and cheaper, and made keeping time easier. The hourglass, however, did not disappear entirely. Although they became relatively less useful as clock technology advanced, hourglasses remained desirable in their design. (568 words)

Now please read the following statements 1-20, and write:

**T** (for **True**) if the statement agrees with the information given in the paragraphs;

**F** (for **False**) if the statement contradicts the information given in the paragraphs;

**NG** (for **Not Given**) if the statement is not given in the paragraphs.