

IELTS Speaking Practice Handout

Daily Routines, Productivity and Work-Life Balance

雅思口說 Part 1 / Part 2 Cue Card / Part 3 Discussion | Topic: routines, habits, time management

Teacher Notes 教師備課

- Design preset: compact reference guide for classroom-ready handouts.
- Level: IELTS speaking preparation / CEFR B1-B2+
- Class time: 60-90 minutes
- Skills: extending answers, organizing cue-card ideas, discussing abstract topics, using examples
- Official format reference: IELTS Speaking has three parts and lasts about 11-14 minutes.

Warm-up Questions 暖身口說

- What part of your daily routine do you like most?
- When do you feel most productive?
- What usually distracts you from studying?
- Do you think modern people have good work-life balance?

A. IELTS Speaking Format 雅思口說考試架構

Part	Time	What happens	This lesson practice
Part 1	4-5 min	Short questions about familiar topics.	Routines, mornings, focus, free time.
Part 2	3-4 min	One cue card, one minute to prepare, then speak for 1-2 minutes.	A productive time, a healthy habit, a person who manages time well.
Part 3	4-5 min	A deeper discussion connected to Part 2.	Modern life, technology, time pressure and work-life balance.

B. Vocabulary 單字解析

Word	Part	中文	Easy meaning	Example
routine	n.	例行習慣	things you do regularly	My morning routine helps me start the day well.
productive	adj.	有效率的	doing useful work and getting results	I am most productive in the morning.
priority	n.	優先事項	something more important than other things	Health should be a priority.
balance	n.	平衡	a good mix of different things	I want a better balance between study and rest.
deadline	n.	截止日期	the time when work must be finished	I work faster when I have a deadline.
procrastinate	v.	拖延	to delay doing something	I procrastinate when a task feels difficult.

motivation	n.	動力	the reason or energy to do something	Music gives me motivation to exercise.
burnout	n.	過度疲勞	extreme tiredness from too much work or stress	Too much pressure can cause burnout.
flexible	adj.	彈性的	able to change easily	A flexible schedule is useful for students.
efficient	adj.	有效率的	using time or energy well	Planning makes my study time more efficient.
self-discipline	n.	自律	the ability to make yourself do what is needed	Self-discipline is important for exam preparation.
well-being	n.	身心健康	health and happiness	Sleep is important for well-being.

C. Model Dialogs 口說範例

Dialog 1 | Part 1: Daily Routine

Examiner	Do you usually have a fixed daily routine?
Candidate	Yes, more or less. I usually wake up at seven, check my messages, and then have breakfast.
Examiner	What part of your day do you enjoy most?
Candidate	I enjoy the evening because I can slow down and spend time with my family.
Examiner	Has your routine changed recently?
Candidate	Yes. I have started going to bed earlier because I want to have more energy in the morning.

Dialog 2 | Part 1: Being Productive

Examiner	When are you most productive?
Candidate	I am usually most productive in the morning, especially after breakfast.
Examiner	What helps you focus?
Candidate	A quiet place helps a lot. I also put my phone away when I need to study.
Examiner	Do you often make to-do lists?
Candidate	Yes. A short list helps me remember my priorities and avoid wasting time.

Dialog 3 | Part 1: Free Time

Examiner	How do you usually relax after a busy day?
Candidate	I usually take a short walk or watch a light video. It helps me clear my mind.
Examiner	Do you think people need more free time?
Candidate	Yes, definitely. Without enough rest, people may feel stressed or even burned out.
Examiner	Would you like to change how you use your free time?
Candidate	Yes. I would like to spend less time scrolling on my phone and more time reading.

Dialog 4 | Part 3: Modern Life and Time Pressure

Examiner	Why do many people feel they do not have enough time?
Candidate	I think one reason is that modern life is full of small distractions, especially phones and social media.
Examiner	Is technology always bad for productivity?
Candidate	No, not always. Technology can help people organize tasks, but it can also interrupt them if they use it without control.
Examiner	How can people manage their time better?

Candidate	They can choose a few clear priorities, reduce unnecessary screen time, and make realistic plans instead of trying to do everything.
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Dialog 5 | Part 3: Work-Life Balance

Examiner	Do you think work-life balance is more important today than in the past?
Candidate	Yes. Many people can work or study online now, so the line between work and personal life is less clear.
Examiner	Should companies help workers avoid burnout?
Candidate	In my opinion, yes. If workers are too tired, their health and productivity will both suffer.
Examiner	What role should schools play?
Candidate	Schools can teach students how to plan, rest, and deal with stress. These skills are useful not only for exams but also for adult life.

D. Part 1 Practice 短答延伸

Use this pattern: direct answer + reason + example.

- Yes, more or less. I usually _____ because _____.
- I am most productive when _____. For example, _____.
- I find it hard to focus when _____, so I try to _____.
- Recently, I have started _____ because _____.

Part 1 Question Bank

- Do you usually follow a daily routine?
- What do you normally do in the morning?
- When are you most productive?
- Do you prefer a busy day or a relaxed day?
- How do you usually relax?
- Do you make plans before you study?
- What makes it difficult for you to focus?
- Would you like to change one habit in your life?

E. Part 2 Cue Card Practice 長篇回答

For each cue card, make quick notes for 1 minute. Then speak for 1-2 minutes.

Cue Card 1 | Describe a Time You Were Very Productive

Describe a time when you were very productive.

- when it happened
- what you needed to do
- why you were able to focus
- and explain how you felt after finishing it

Notes: time / situation / action / reason / feeling

1. _____
2. _____
3. _____

Model Answer

I would like to describe a weekend when I was very productive. It happened last semester, when I had to prepare for a presentation and finish two pieces of homework by Monday.

At first, I felt quite stressed, so I made a simple plan. I turned off notifications on my phone, cleaned my desk, and divided the work into three small tasks. I studied for about fifty minutes each time and then took a short break.

I think I was able to focus because the deadline was clear and I knew exactly what to do next. After I finished everything, I felt relieved and proud. It taught me that planning can reduce stress and make work feel more manageable.

Cue Card 2 | Describe a Healthy Habit You Want to Keep

Describe a healthy habit you want to keep.

- what the habit is
- when you started doing it
- how often you do it
- and explain why you want to keep this habit

Notes: time / situation / action / reason / feeling

1. _____
2. _____
3. _____

Model Answer

A healthy habit I want to keep is going for a walk after dinner. I started doing this a few months ago because I was sitting for too long every day.

I do it about four or five times a week. The walk is not very long, usually around twenty minutes, but it helps me relax. Sometimes I listen to music, and sometimes I just enjoy the quiet streets.

I want to keep this habit because it improves both my body and my mood. It also gives me a break from screens. In the long run, I think small habits like this are easier to continue than big, unrealistic plans.

Cue Card 3 | Describe a Person Who Manages Time Well

Describe a person you know who manages time well.

- who this person is
- what this person does every day
- how this person organizes time
- and explain what you can learn from this person

Notes: time / situation / action / reason / feeling

1. _____

2. _____
3. _____

Model Answer

The person I want to talk about is my older cousin. She is a university student and also has a part-time job, but she rarely seems rushed or confused.

She manages time by planning the next day before she goes to bed. She writes down her top three priorities instead of making a very long list. She also leaves some free time in her schedule, so small problems do not ruin her whole day.

I can learn a lot from her. She shows me that time management is not about filling every minute with work. It is about knowing what matters most and protecting time for rest as well.

F. Part 3 Discussion Practice 深入討論

Use these answer moves: explain a reason, compare past and present, discuss two sides, and speculate.

- In my opinion, _____ because _____.
- Compared with the past, people today _____.
- There are two sides. On the one hand, _____. On the other hand, _____.
- In the future, I think _____ may become more common.

Part 3 Question Bank

- Why do some people procrastinate?
- Do people today work harder than people in the past?
- How can technology help people manage time?
- Can technology also make people less productive?
- Should schools teach time management?
- Is work-life balance possible for everyone?
- How can governments or companies help people avoid burnout?
- Will people have more or less free time in the future?

G. Speaking Checklist 自我檢查

Goal	Check	Teacher notes
I can answer Part 1 with answer + reason + example.	Yes / Not yet	
I can speak for at least 90 seconds in Part 2.	Yes / Not yet	
I can use time-management vocabulary naturally.	Yes / Not yet	
I can give two-sided answers in Part 3.	Yes / Not yet	
My pronunciation is clear enough to understand.	Yes / Not yet	

H. Quiz 測驗

1. IELTS Speaking usually lasts 11-14 minutes. True or false?

Answer: _____

2. In Part 2, candidates have one minute to prepare. True or false?

Answer: _____

3. What does 'procrastinate' mean?

Answer: _____

4. Give one way to extend a Part 1 answer.

Answer: _____

5. Complete the phrase: Compared with the past, people today _____.

Answer: _____

6. Name one IELTS Speaking assessment criterion.

Answer: _____

7. What is burnout?

Answer: _____

8. Make one sentence with 'priority'.

Answer: _____

9. Give one Part 3 opinion about technology and productivity.

Answer: _____

10. What should you avoid in Part 1?

Answer: _____

Answer Key 答案

1. IELTS Speaking usually lasts 11-14 minutes. True or false? - True.

2. In Part 2, candidates have one minute to prepare. True or false? - True.

3. What does 'procrastinate' mean? - To delay doing something.

4. Give one way to extend a Part 1 answer. - Add a reason, example, comparison, or result.

5. Complete the phrase: Compared with the past, people today _____. - answers will vary

6. Name one IELTS Speaking assessment criterion. - Fluency and coherence / lexical resource / grammatical range and accuracy / pronunciation.

7. What is burnout? - Extreme tiredness from too much work or stress.

8. Make one sentence with 'priority'. - Possible answer: Sleep should be a priority.

9. Give one Part 3 opinion about technology and productivity. - Possible answer: Technology can help people plan, but it can also distract them.

10. What should you avoid in Part 1? - Only giving very short yes/no answers.