

Writing Task Sample

Unit 4 Multitasking: How to do it all? (p.37)

Is it good or bad to work on several tasks at a time?

Write an article about the pros and cons of multitasking in about 150 words.

As we become increasingly busy, it seems that there are never enough hours in the day to complete all our tasks. In response to this, many people turn to multitasking as an effective solution. It involves the ability to handle multiple activities at a time by breaking them down into smaller, prioritised tasks.

Multitasking can enhance productivity when you can employ this skill at work. **By** prioritising work, eliminating distractions, and creating schedules, you can take on more tasks and become more efficient throughout the day.

However, it is important not to overlook the drawbacks of multitasking. **To begin with**, it whittles away our attention span since we constantly switch between different tasks. **In addition**, the quality of our work may decline **due to** less time spent on each task. **Furthermore**, multitasking can lead to misplaced priorities **resulting from** juggling several tasks simultaneously.

In conclusion, while multitasking may divide our attention and hinder our performance, it enables us to complete more tasks and be more productive if we can manage it well and execute it properly.

~180 words