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|  |  | **TOEFL LMS (Writing)** |
|  | *Prepared by Mohammad Moridi*  **Week 4 - Task 2** |

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| **When you are assigned an important presentation for work or school, do you prefer to work on it right away so that you can work on it a little bit every day, or wait until you have a good idea about the presentation?**  *Use specific reasons and examples to support your answer.* |

Throughout history, human beings have always been seeking to find the best approach to perform a job; however, different circumstances may require thinking about variety of ways. One of the most challenging problems on which there is no general consensus among individuals about how to work on a critical task. Opinions are divided whether performing a job in small amount but in long time or holding it until a significant view is gotten. When it comes to me, it is my firm conviction that benefits of holding a task to achieve an essential view are significantly more than getting along with it in a long period of time. To support this, there are several reasons, two of which are going to be aptly explored in the following.

First and foremost, when a big picture of a task is achieved, it can save plenty of time. To begin with, there is less context switching between several tasks when someone sustains a great view. Everyone has plenty of work for each day and when she starts to perform a small amount of job, initially, she needs time to concentrate on her duty; let us call this time as overhead of concentration. Therefore, each and everyday she has to pay this amount of overhead and in a long time it becomes significant amount. In big picture approach, however, she works fewer days on her task, so she has to pay this cost less than the previous approach eventually. On the other hand, a person would waste less time with the big picture approach. Psychological speaking, when human beings have less time and tighter schedule to accomplish a task, they work more efficiently. Therefore, they can use and manage their time finer to acquire task’s goals. Nevertheless, when someone does a task everyday, she thinks that there is no need to rush, so she works inefficiently and waste more time.

Another worthwhile reason to be mentioned is that when someone takes her time to achieve a greater view of the presentation, she can use others’ experiences neater. Generally speaking, when someone spends plenty of time to understand an abstract view of a job, she would meet more skillful individuals who have performed similar tasks before. Moreover, they can share their experiences with her. Therefore, she can gain their points of view and use them in order to achieve the project’s ends and discover the causes of their failure. In short, there is no need for her to learn the hard way.

In summary, it is a forgone conclusion that I would rather acquire the big picture of presentation first instead of performing it everyday. The fact that it is finer for managing time, coupled with using others’ experiences, is the reason which strengthens my claims.