



TIPS FOR A TIDY DESK

Instructions: Fill the gaps with the correct word from the box.

bin smartphone scanner desk tray noticeboard space folders

Put your rubbish in the .

Put things you want to read in a .

Keep information on your computer in .

Make digital versions of text with a .

Take a photo of important things with a or camera.

Put important notes on a .

Clean your every day.

Start each day with a tidy .