

Written Exam

Decide Whether These Nouns Are Countable Or Uncountable

1. The **children** are playing in the garden.
2. I don't like **milk**.
3. I prefer **tea**.
4. **Scientists** say that the environment is threatened by pollution.
5. My mother uses **butter** to prepare cakes.
6. There are a lot of **windows** in our classroom.
7. We need some **glue** to fix this vase.
8. The **waiters** in this restaurant are very professional.
9. My father drinks two big **glasses** of water every morning.
10. The **bread** my mother prepares is delicious.
11. **Drivers** must be careful; the road is slippery.
12. Some **policemen** are organizing road traffic to avoid any accidents.

Fill in the blanks below to complete the sentences. Use the words in the above box.

<i>Mine</i>	<i>His</i>	<i>Ours</i>
<i>Yours</i>	<i>Hers</i>	<i>Theirs</i>

1. We bought that house last year. It is _____.
2. This car belongs to Mr. and Mrs. Smith. It is _____.
3. I think I saw John drop this pen. I think it is _____.
4. This book is _____. It has my name on it.

5. My brother and I made that chair. It's _____.
6. Excuse me. This phone is _____. You forgot to take it with you.
7. Her sister drew the picture. It's _____.
8. The little boy shouted, "Give the ball to me! It's _____!"
9. That's _____. We bought it last night at the department store.
10. The bicycles were _____, so they rode them home after school.
11. A: Are you sure this book belongs to your mother? B: Yes, it's _____.
12. This is _____ - you ordered the pizza. I ordered the spaghetti.
13. A: Is this Robert's? B: No, it's not _____.
14. I think these keys are _____. I left them on the table.
15. Thomas can find his classroom, but Susan and Mary can't find _____.



Seven tips for a tidy desk

1 Only keep things you really need on and near your desk.

Use a tray for any papers you have to read. Have a jar for pens and pencils and have a bin near your desk.



2 Don't keep any drinks on your desk.

Go to the kitchen when you want to have a drink or, if you prefer, keep a drink on a small table near your desk.

3 Reduce the amount of paper that you use.

Try to keep as much information as possible in folders on your computer. Before printing a document, ask yourself, 'do I really need to read this on paper?'

4 Scan your notes.

If you have a lot of paper (magazine articles, notes, worksheets, etc.), use a scanner and keep a digital version as a PDF on your computer.



5 Use your smartphone to take photos of things you need to remember.

For example, take photos of notes to yourself, the name and address of a place you need to visit or diagrams you need to study for school.



6 Get a noticeboard.

If you really do need to keep small bits of paper, use a noticeboard on the wall. Check it every day and throw old notes in the bin.

7 Clean your desk at the end of every day.

Choose a time to tidy your desk and do it! If you do it every day, it will only take five minutes and you can start each new day with a clean and tidy space.

1. Check your understanding: true or false

Circle *True* or *False* for these sentences.

- | | | | |
|----|---|-------------|--------------|
| 1. | You should put everything you will possibly need on your desk. | <i>True</i> | <i>False</i> |
| 2. | You should only have one pen or pencil. | <i>True</i> | <i>False</i> |
| 3. | It's a good idea to have a bin close to your desk. | <i>True</i> | <i>False</i> |
| 4. | It's better to keep information on your computer than on paper if possible. | <i>True</i> | <i>False</i> |
| 5. | If you have written notes on paper you should type them into the computer. | <i>True</i> | <i>False</i> |
| 6. | The camera in your phone can help you remember things. | <i>True</i> | <i>False</i> |
| 7. | A noticeboard is a good way to organise bits of paper. | <i>True</i> | <i>False</i> |
| 8. | You should clean your desk once a week. | <i>True</i> | <i>False</i> |

Write the ideas in the correct group.

keep pens and pencils in a jar.	leave your desk untidy at the end of the day.	keep a drink on your desk.	use a scanner to make PDFs of magazine pages.
print as much information as possible.	check your noticeboard every day.	take photos of things you want to remember.	keep a lot of paper on your desk.

Do ...	Don't ...