

**Reading skills practice: 7 tips for a tidy desk – exercises**

Read the tips for keeping your desk tidy and then do the exercises to practise and improve your reading skills.

**Preparation**

Complete the sentences with a word from the box.

|       |             |         |         |
|-------|-------------|---------|---------|
| desk  | smartphone  | folders | tray    |
| space | noticeboard | bin     | scanner |

1. Put your rubbish in the \_\_\_\_\_.
2. Put things you want to read in a \_\_\_\_\_.
3. Keep information on your computer in \_\_\_\_\_.
4. Make digital versions of text with a \_\_\_\_\_.
5. Take a photo of important things with a \_\_\_\_\_ or camera.
6. Put important notes on a \_\_\_\_\_.
7. Clean your \_\_\_\_\_ every day.
8. Start each day with a tidy \_\_\_\_\_.



# 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.

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### 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> |

### 2. Check your understanding: grouping

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 ...                                |
|------------------------------------------|------------------------------------------|
| <br><br><br><br><br><br><br><br><br><br> | <br><br><br><br><br><br><br><br><br><br> |

### Discussion

Where do you study when you are at home? Is it tidy or messy?