

EXERCISES

Preparation

Complete the sentences with a word.

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 _____.

