

## ➤ Reading comprehension

### 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.

#### a. Are the sentences true or false?

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

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#### b. Put the ideas in the correct groups.

- keep pens and pencils in a jar.
- use a scanner to make PDFs of magazine pages.
- check your noticeboard every day.
- take photos of things you want to remember.

- print as much information as possible.
- leave your desk untidy at the end of the day.
- keep a lot of paper on your desk.
- keep a drink on your desk.

**Do ...**

**Don't ...**

➤ **Vocabulary**

**c. Match the adjective with its opposite.**



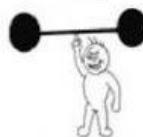
GOOD  
BIG  
DIRTY  
STRONG  
FULL  
OLD  
HARD



UGLY  
DRY  
HAPPY  
FUN  
SHORT  
FAT  
LONG  
LIGHT



DARK  
COLD  
SLOW



HOT  
LIGHT  
THIN  
SMALL  
YOUNG  
WET  
SAD  
SHORT  
HEAVY  
FAST  
BAD  
WEAK  
EASY  
EMPTY  
BEAUTIFUL  
TALL  
BORING  
CLEAN



➤ **Grammar**

**d. Complete the sentences with adjectives of time.**

*in-*      *on-*      *at*

1. My brother has a new job. He works .....the morning.
2. 2. We're going to have a picnic.....Saturday.
3. 3. She was born.....12 September 2,000.
4. They opened the restaurant.....2,015.
5. I have English classes.....Mondays and Wednesdays.
6. My birthday is.....June.
7. The supermarket closes .....8 pm.
8. The cinema opens.....the weekend.

**Making comparisons**

e.

Fill in the blanks with the comparative of the adjectives in brackets

- a) My house is ..... than my friend Lorena. (expensive)
- b) George's toys are ..... than his neighbours's. (nice)
- c) Victoria's shoes are ..... than her sister's. (comfortable)
- d) You speak English ..... than my uncle. (good)
- e) Daniel and Sarah are ..... at tennis than their classmates. (bad)
- f) The cinema is ..... than the swimming pool. (far)

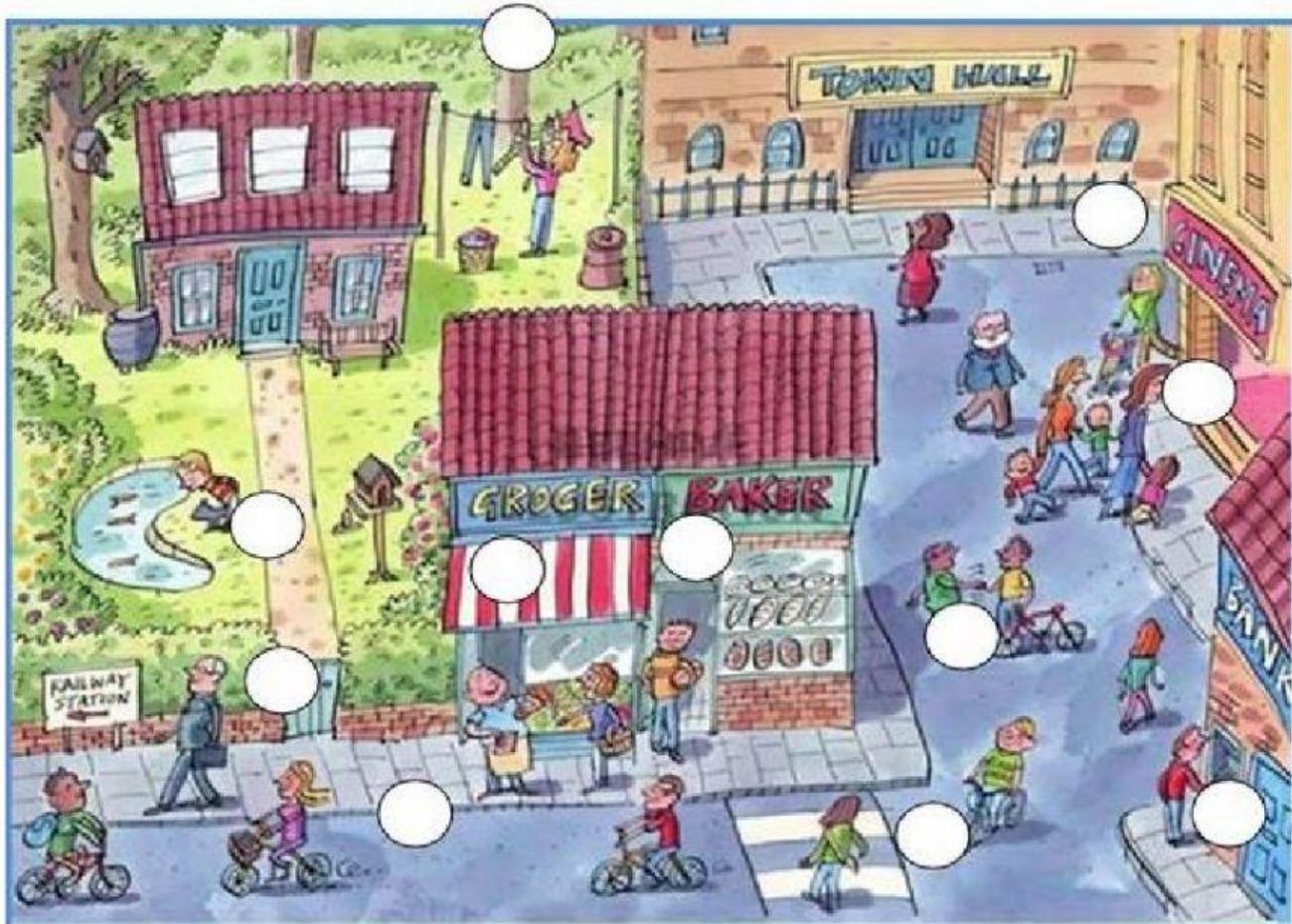
f.

Fill in the blanks with the superlative of the adjectives in brackets

- a) This is ..... American film I've ever seen. (funny)
- b) Who is ..... girl you have met in your life? (beautiful)
- c) This room is very dirty. It's ..... room I've ever been. (untidy)
- d) I don't like Phillip. He is ..... boy I know. (boring)
- e) Tina isn't a good friend. In fact, she is ..... (bad)
- f) It's very hot in Sevilla in summer. It's ..... city in Andalucia. (hot)

# LAST SATURDAY MORNING

g. Saturday morning is always busy in Funny town. Match the actions with the pictures. Tell what they were doing last Saturday when I arrived in town.



1 hang up the clothes – 2 observe the fish – 3 ride a bike – 4 enter the cinema – 5 cross the street – 6 walk her baby – 7 greet his friend – 8 come out of the bakery – 9 speak to the lady – 10 go to the railway station – 11 cash money from the machine

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

## ➤ Writing

h. Write one of the following task. Write about 40- 80 words.

1. Write your entry for the magazine competition.

**What's the worst shop in your town?**

*We'd like to know what you think about the shops in your town. What's the worst shop called? Where is it? What does the shop sell? What is the worst thing about the shop?*

**Write and tell us!**

**The best competition entry will win \$10,000!**

2. Write a short story about the Brown family. Use these pictures and questions.

*When did it happen? What was the weather like? Who was there? What happened?*

