

BASIC 4 Reading final exam

Read the following text and answer the questions.



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.

INSTRUCTION: Choose the correct option

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.

Read the following news and for questions .**It's in the news: Texting while walking is dangerous**

Writing text messages and walking is dangerous. It is more dangerous than driving and texting. More people get injured while walking than driving. Walking in a straight line is not easy. We can forget how to walk properly. Dangerous things can happen. We run into people or cars. We fall over things in the street.

There are a few reasons why texting and walking is dangerous. People cannot see when they look at their keyboard. Their minds are somewhere else – they are not thinking about walking safely. Thousands of people have accidents. Some have serious head injuries. Too much jogging could be a problem!

Running is good for our health. A recent study says that running too much is bad for us and it doesn't always make our lives longer. A specialist said too much running can damage your heart. Long-distance runners and people who never exercise can have the same risk of having a heart attack.

Experts looked at the health of 3,300 runners. Most of them ran over 30 kilometres a week. Marathon runners had hard parts in their heart. A doctor who started running in 1967 is sad. He ran 60 kilometres every week. He thought his heart was strong. Now he has heart problems. He said we should exercise, but not too much.

1. Texting while walking is ...
2. Some people can be hurt in their ...
3. Too much running could make our lives ...
4. How many runners did the researchers look at?
5. A doctor who started running in nineteen sixty-seven ...