

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 \_\_\_\_\_.

# 7 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.
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.

## 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 ...