

NAME: _____

DATE: _____

READING

- 1- Read the following text carefully.

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.

2- Write TRUE or FALSE. Correct the false 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. ____

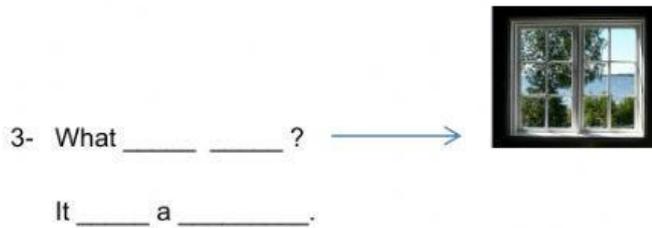
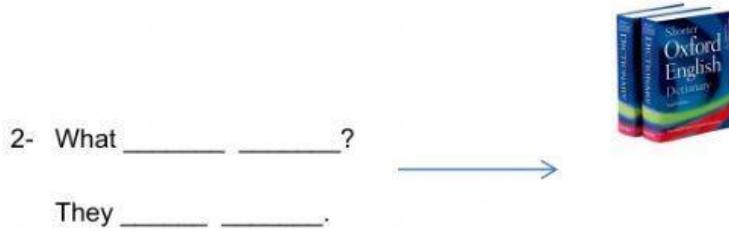
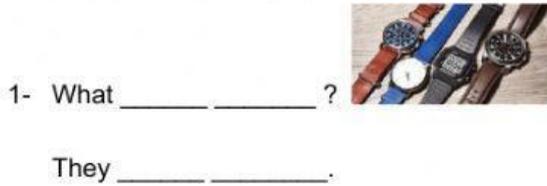
3- IMPERATIVES - Write three things you should do to keep your desk tidy and three things you shouldn't do. Use imperatives (positive or negative)

- 1- _____
- 2- _____
- 3- _____
- 4- _____
- 5- _____
- 6- _____

4- PLURALS - Write the plural of the following words.



5- THIS / THAT / THESE / THOSE - Complete the questions and the answers.



It ____ a _____.

6-ADJECTIVES - Write the opposites of these adjectives

- | | | | |
|--------------|-------|-------------|-------|
| a- DIRTY | _____ | i- HOT | _____ |
| b- EXPENSIVE | _____ | j- FAST | _____ |
| c- HIGH | _____ | k-DANGEROUS | _____ |
| d- STRONG | _____ | l- BAD | _____ |
| e- NEAR | _____ | m- OLD | _____ |
| f- DIFFICULT | _____ | n- RICH | _____ |
| g- WRONG | _____ | o- LONG | _____ |
| h- FULL | _____ | p- BIG | _____ |

7- FEELINGS - Match the words with the correct picture



TIRED

BORED

THIRSTY

SAD

WORRIED

HUNGRY