

Circle True or False for these sentences

You should put everything you will possibly need on your desk. T F

You should only have one pen or pencil. T F

It's a good idea to have a bin close to your desk. T F

It's better to keep information on your computer than on paper if possible. T F

If you have written notes on paper you should type them into the computer. T F

The camera in your phone can help you remember things. T F

A noticeboard is a good way to organise bits of paper. T F

You should clean your desk once a week. T F

