Reading skills practice: 7 tips for a tidy desk – exercises

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 _____.

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LIVEWORKSHEETS

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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.

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

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 …

Discussion
Where do you study when you are at home? Is it tidy or messy?

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