Answers to 7 tips for a tidy desk – exercises

Preparation
1. bin
2. tray
3. folders
4. scanner
5. smartphone
6. noticeboard
7. desk
8. space

1. Check your understanding: true or false
1. False
2. False
3. True
4. True
5. False
6. True
7. True
8. False

2. Check your understanding: grouping

<table>
<thead>
<tr>
<th>Do …</th>
<th>Don’t …</th>
</tr>
</thead>
<tbody>
<tr>
<td>keep pens and pencils in a jar.</td>
<td>keep a drink on your desk.</td>
</tr>
<tr>
<td>use a scanner to make PDFs of magazine pages.</td>
<td>print as much information as possible.</td>
</tr>
<tr>
<td>check your noticeboard every day.</td>
<td>leave your desk untidy at the end of the day.</td>
</tr>
<tr>
<td>take photos of things you want to remember.</td>
<td>keep a lot of paper on your desk.</td>
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</tbody>
</table>