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.

<table>
<thead>
<tr>
<th>desk</th>
<th>smartphone</th>
<th>folders</th>
<th>tray</th>
</tr>
</thead>
<tbody>
<tr>
<td>space</td>
<td>noticeboard</td>
<td>bin</td>
<td>scanner</td>
</tr>
</tbody>
</table>

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 ________________.
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.

   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.  
   - 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.
- print as much information as possible.
- leave your desk untidy at the end of the day.
- check your noticeboard every day.
- keep a drink on your desk.
- take photos of things you want to remember.
- use a scanner to make PDFs of magazine pages.
- keep a lot of paper on your desk.

<table>
<thead>
<tr>
<th>Do ...</th>
<th>Don't ...</th>
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**Discussion**

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