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desk study tips Five about Worksheet الملف

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Read the tips below. The, answer the following questions given.

Five tips for a tidy desk

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.

Don't keep any lood on your desk

Just keep a bottle of plain water on a your desk. Reduce the amount of paper that you use

Use your smartphones to take photos of things you need to remember.

Clean your desk at the end of every day.

You can slart each new day with a clean and tidy space. Paste your nates on the wall. Throw old notes in the bin.

Exercise 1: Choose True or False for these sentences.

| True | False |
|------|----------------------|
| True | False |
| | True True True |

Exercise 2: Complete the sentences with a word by dragging it from the box.

| smartphone | wall | tray |
|------------|------|-------|
| desk | bin | space |

- 1. Put your rubbish in the ______.
- Put things you want to read in a ______.
- 3. Take a photo of important things with a ______.
- 4. Put important notes on a ______.
- 5. Clean your _____ every day. NLOAD MORI
- 6. Start each day with a tidy _______.

Exercise 3: Drag the ideas in the correct group.

| Keep pens and pencils in a jar | Leave your desk untidy at the end of the day | Keep some food on your desk |
|--------------------------------------|--|--------------------------------|
| Check your note on the wall everyday | Take photos of things you want to remember | Keep some papers on your desk |

| Do | Don't |
|----|-------|
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