

# Learn**English** Teens

## Reading skills practice: 7 tips for a tidy desk - answers

### 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

Do	Don't
keep pens and pencils in a jar.	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.	leave your desk untidy at the end of the day.
take photos of things you want to remember.	keep a lot of paper on your desk.

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