

##  2022-2023 Uliqitntil (5-nף quumpulu)

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## Reading

Task 1. Read the tips for keeping your desk tidy and then do the exercises to practise and improve your readingskills.


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.

1. Complete the sentences with a word from the box. ( 0.5 points each)

| desk | smartphone | folders | tray |
| :---: | :---: | :---: | :---: |
| space | noticeboard | scanner |  |

1. Put your rubbish in the $\qquad$ .
2. Put things you want to read in a $\qquad$ .
3. Keep information on your computer in $\qquad$ .
4. Make digital versions of text with a $\qquad$ .
5. Take a photo of important things with a $\qquad$ or camera.
6. Put important notes on a $\qquad$ .
7. Clean your $\qquad$ every day.
8. Start each day with a tidy $\qquad$ .
9. Circle True or False for these sentences. ( 0.5 points each)
10. You should put everything you will possibly need on your desk. True False
11. You should only have one pen or pencil. True False
12. It's a good idea to have a bin close to your desk. True False
13. It's better to keep information on your computer than on paper if possible. True False
14. If you have written notes on paper you should type them into the computer. True False
15. The camera in your phone can help you remember things. True False
16. A noticeboard is a good way to organise bits of paper. True False
17. You should clean your desk once a week.

True False
3. Write the ideas in the correct group. ( 0.5 points each)

| keep pens and | leave your desk <br> untidy at the end <br> pencils in a <br> jar. | keep a drink on <br> ofthe day. |
| :--- | :---: | :---: |


| print as much |  |  |  |
| :---: | :--- | :---: | :---: |
| information |  |  |  |
| aspossible. | check your | take photos of <br> thingsyou want to <br> noticeboard <br> every day. | remember. | | keep a lot of |
| :---: |
| paperon your |
| desk. |


| Do $\ldots$ | Don't |
| :---: | :---: |
| $\ldots$ |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Grammar and Vocabulary

(1)Circle the correct word in the brackets. ( 0.4 points each)

- He (bold/ bowled) the cricket ball at the stumps.
- The toy is made of painted (metal/ medal).
- We listened to the news on the (radar/ radio).
- Our city (counsel/ council) is building a new art gallery.
- Everyone came to the picnic (except/ expect) Pamela.

2 Nrite sentences to show the different meanings of these words. ( 0.5 points each)
dessert: $\qquad$
$\qquad$
$\qquad$
desert: $\qquad$
$\qquad$
$\qquad$
$\qquad$

3 Nrite the irregular past tense of these verbs. Example: fly $\rightarrow$ flew.

feel

4 Answer the questions. ( 0.2 points each)

- Would you play in a teem or a team?
- Would you eat a snake or a snack?
- Does a flag fly on a pole or a poll?
- Does an angle or an angel have wings?
$\qquad$
$\qquad$
- Do you eat ice cream in a cone or a comb?
$\qquad$

$\qquad$ /1
Total: /20

