

Answers to 7 tips for a tidy desk – exercises**Preparation**

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

1. Check your understanding: true or false

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| 1. False | 5. False |
| 2. False | 6. True |
| 3. True | 7. True |
| 4. True | 8. False |

2. Check your understanding: grouping

Do ...	Don't ...
keep pens and pencils in a jar. use a scanner to make PDFs of magazine pages. check your noticeboard every day. take photos of things you want to remember.	keep a drink on your desk. print as much information as possible. leave your desk untidy at the end of the day. keep a lot of paper on your desk.