

CLEAN OFF YOUR DESK DAY

http://www.eslHolidayLessons.com/01/clean_off_your_desk_day.html

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ALL ANSWERS ARE IN THE TEXT ON PAGE 2.

THE READING / TAPESCRIPT

Are you a messy or tidy person? Is your desk a mountain of books and paper or is it a dust-free zone? January 14th, Clean Off Your Desk Day, is for you if your desk looks like a bomb has hit it. This is also a day for you to clean your computer desktop too. Most of us have a lot of clutter on our desktops and most of it needs to be filed away somewhere. Clean Off Your Desk Day is a good way of starting the year as you mean to go on. A tidy desk means you are organized. You won't have to spend hours looking for things under piles of paper. Your stapler and hole punch will be close at hand. You'll have somewhere safe to put your coffee mug; a place where it isn't in danger of tipping over and making your documents a soggy brown mess.

Why do some people have such messy desks? Is it a sign of a creative mind, an overworked person, or simply laziness? It may be a clue to your childhood. If your parents were organized and tidy, you are more likely to be too. If you took pride in tidying your room as a child, you will do the same with your desk as an adult. For many people, a tidy desk makes them feel good. They can sit down and get to work straight away. A well-organized computer desktop is the same. The person can navigate his or her way very quickly to any document they want. It only takes two minutes at the end of the day to tidy up and put things in the right place. Make use of your wastepaper basket (that's trash can for Americans). Do that, and life will be more simple.

PHRASE MATCH

Match the following phrases from the article.

Paragraph 1

- | | |
|-------------------------------------|------------------------------|
| 1. a messy or | <i>a.</i> on our desktops |
| 2. your desk looks like a bomb | <i>b.</i> of tipping over |
| 3. Most of us have a lot of clutter | <i>c.</i> to go on |
| 4. starting the year as you mean | <i>d.</i> tidy person |
| 5. spend hours | <i>e.</i> has hit it |
| 6. a place where it isn't in danger | <i>f.</i> looking for things |

Paragraph 2

- | | |
|--|---------------------------------|
| 1. a sign of a | <i>a.</i> your childhood |
| 2. It may be a clue to | <i>b.</i> work straight away |
| 3. you took pride in tidying your room | <i>c.</i> creative mind |
| 4. sit down and get to | <i>d.</i> the right place |
| 5. It only takes two minutes | <i>e.</i> as a child |
| 6. put things in | <i>f.</i> at the end of the day |

LISTENING GAP FILL

Are you _____ person? Is your desk a mountain of books and paper or is it a dust-free zone? January 14th, Clean Off Your Desk Day, _____ desk looks like a bomb has hit it. This is also a day for you to clean your computer desktop too. Most of us have a _____ our desktops and most of it needs to be filed away somewhere. Clean Off Your Desk Day is a good way of starting the year as _____ on. A tidy desk means you are organized. You won't have _____ looking for things under piles of paper. Your stapler and hole punch will _____. You'll have somewhere safe to put your coffee mug; a place where it isn't in danger of tipping over and making your documents a soggy brown mess.

Why do some people _____ desks? Is it a sign of a creative mind, an overworked person, or simply laziness? It may be _____ childhood. If your parents were organized and tidy, you are more _____. If you took pride in tidying your room as a child, you will do the same with your desk as an adult. For many people, a tidy desk makes _____. They can sit down and get to work straight away. A well-organized computer desktop is the same. The person can navigate his or her way very quickly to any document they want. It only takes two minutes _____ to tidy up and put things _____. Make use of your wastepaper basket (that's trash can for Americans). Do that, and life will be more simple.

WHILE READING / LISTENING GAP FILL

Put the words into the gaps in the text.

Are you a _____ or tidy person? Is your desk a mountain of books and paper or is it a dust-free _____? January 14th, Clean Off Your Desk Day, is for you if your desk looks like a bomb has _____ it. This is also a day for you to clean your computer desktop too. Most of us have a lot of _____ on our desktops and most of it needs to be _____ away somewhere. Clean Off Your Desk Day is a good way of starting the year as you _____ to go on. A tidy desk means you are organized. You won't have to spend hours looking for things under piles of paper. Your stapler and hole punch will be _____ at hand. You'll have somewhere safe to put your coffee mug; a place where it isn't in danger of _____ over and making your documents a soggy brown mess.

mean

hit

clutter

close

messy

tipping

filed

zone

Why do some people have _____ messy desks? Is it a sign of a creative mind, an overworked person, or simply _____? It may be a clue to your childhood. If your parents were organized and tidy, you are more _____ to be too. If you took _____ in tidying your room as a child, you will do the same with your desk as an adult. For many people, a tidy desk makes them feel good. They can sit down and get to work _____ away. A well-organized computer desktop is the same. The person can _____ his or her way very quickly to any document they want. It only takes two minutes at the _____ of the day to tidy up and put things in the right _____. Make use of your wastepaper basket (that's trash can for Americans). Do that, and life will be more simple.

end

pride

place

such

straight

navigate

laziness

likely

CHOOSE THE CORRECT WORD

Delete the wrong word in each of the pairs of *italics*.

Are you a *messy / messed up* or tidy person? Is your desk a mountain of books and paper or is it a *dust-free / free dust* zone? January 14th, Clean Off Your Desk Day, is for you if your desk looks like a bomb *is / has* hit it. This is also a day for you to clean your computer desktop too. Most of us have a *lot / lots* of clutter on our desktops and most of it needs to be *filled / filed* away somewhere. Clean Off Your Desk Day is a good way of starting the year as you mean to *go / goes* on. A tidy desk means you are organized. You won't have to spend hours looking for things under piles of paper. Your stapler and hole punch will be close at *palm / hand*. You'll have somewhere safe to put your coffee mug; a place where it isn't in danger of tipping *under / over* and making your documents a soggy brown mess.

Why do some people have *such / so* messy desks? Is it a sign of a creative mind, an overworked person, or simply *lazily / laziness*? It may be a *clue / due* to your childhood. If your parents were organized and tidy, you are more likely to be too. If you took *proud / pride* in tidying your room as a child, you will do the same with your desk as an adult. For many people, a tidy desk *makes / make* them feel good. They can sit down and get to work straight *away / on*. A well-organized computer desktop is the same. The person can navigate his or her way very quickly to any document they want. It only takes two minutes at the end of the *day / daily* to tidy up and put things in the right place. Make use of your wastepaper basket (that's trash can for Americans). Do that, and life will be more *simpler / simple*.

MULTIPLE CHOICE

Are you a (1) _____ or tidy person? Is your desk a mountain of books and paper or is it a dust-(2) _____ zone? January 14th, Clean Off Your Desk Day, is for you if your desk looks like a bomb has hit it. This is also a day for you to clean your computer desktop too. Most of us have a lot of clutter on our desktops and most of it needs to be (3) _____ away somewhere. Clean Off Your Desk Day is a good way of starting the year as you (4) _____ to go on. A tidy desk means you are organized. You won't have to spend hours looking for things under (5) _____ of paper. Your stapler and hole punch will be close at hand. You'll have somewhere safe to put your coffee mug; a place where it isn't in danger of tipping over and making your documents a soggy brown (6) _____.

Why do some people have such messy desks? Is it a sign of a (7) _____ mind, an overworked person, or simply laziness? It may be a (8) _____ to your childhood. If your parents were organized and tidy, you are more likely to be too. If you took pride in tidying your room (9) _____ a child, you will do the same with your desk as an adult. For many people, a tidy desk makes them feel good. They can sit down and get to work straight (10) _____. A well-organized computer desktop is the same. The person can navigate his or her way very quickly to any document they want. It only takes two minutes at the end of the day to tidy (11) _____ and put things in the right place. Make (12) _____ of your wastepaper basket (that's trash can for Americans). Do that, and life will be more simple.

Put the correct words from this table into the article.

- | | | | | |
|-----|----------------|----------------|---------------|--------------|
| 1. | (a) messy | (b) mess | (c) messed up | (d) messes |
| 2. | (a) freedom | (b) free | (c) freely | (d) freeze |
| 3. | (a) filing | (b) filled | (c) files | (d) filed |
| 4. | (a) meanie | (b) meant | (c) mean | (d) means |
| 5. | (a) pile | (b) piles | (c) piled | (d) pile up |
| 6. | (a) messy | (b) messed up | (c) messes | (d) mess |
| 7. | (a) creativity | (b) creatively | (c) creative | (d) creation |
| 8. | (a) clueless | (b) clue | (c) clued up | (d) clues |
| 9. | (a) as | (b) has | (c) was | (d) as is |
| 10. | (a) up | (b) in | (c) away | (d) on |
| 11. | (a) up | (b) down | (c) around | (d) in |
| 12. | (a) useful | (b) using | (c) used | (d) use |

SPELLING

Spell the jumbled words (from the text) correctly.

Paragraph 1

1. Are you a seysm or tidy person?
2. if your desk looks like a bmob has hit it
3. most of it needs to be fdile away somewhere
4. A tidy desk means you are rzdieagon
5. Your esprlat and hole punch
6. making your documents a gsoyg brown mess

Paragraph 2

7. a sign of a tavireec mind
8. It may be a ecul to your childhood
9. you took rdiep in tidying your room as a child
10. computer edkotps
11. any mdcnuteo they want
12. put things in the right lcape

PUT THE TEXT BACK TOGETHER

Number these lines in the correct order.

- () zone? January 14th, Clean Off Your Desk Day, is for you if your desk looks like a bomb has hit it. This is also a day for
- () danger of tipping over and making your documents a soggy brown mess.
- () organized computer desktop is the same. The person can navigate his or her way very quickly to any
- () too. If you took pride in tidying your room as a child, you will do the same with your desk as an adult. For many
- () Why do some people have such messy desks? Is it a sign of a creative mind, an overworked person, or simply
- () away somewhere. Clean Off Your Desk Day is a good way of starting the year as you mean to go on. A tidy
- (**1**) Are you a messy or tidy person? Is your desk a mountain of books and paper or is it a dust-free
- () place. Make use of your wastepaper basket (that's trash can for Americans). Do that, and life will be more simple.
- () you to clean your computer desktop too. Most of us have a lot of clutter on our desktops and most of it needs to be filed
- () people, a tidy desk makes them feel good. They can sit down and get to work straight away. A well-
- () laziness? It may be a clue to your childhood. If your parents were organized and tidy, you are more likely to be
- () document they want. It only takes two minutes at the end of the day to tidy up and put things in the right
- () hole punch will be close at hand. You'll have somewhere safe to put your coffee mug; a place where it isn't in
- () desk means you are organized. You won't have to spend hours looking for things under piles of paper. Your stapler and

SCRAMBLED SENTENCES

With a partner, put the words back into the correct order.

1. person tidy or messy a you Are ?

2. looks hit like it a your bomb desk has

3. of us have a lot of clutter on our desktops Most

4. starting mean the to year go as on you

5. tipping of danger in over

6. have Why such do messy some desks people ?

7. childhood your to clue a be may It

8. down to away sit get straight can and work They

9. at the end of the day It only takes two minutes

10. use Make basket wastepaper your of

DISCUSSION (Write your own questions)

STUDENT A's QUESTIONS (Do not show these to student B)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

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DISCUSSION (Write your own questions)

STUDENT B's QUESTIONS (Do not show these to student A)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

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THE CLEAN OFF YOUR DESK DAY SURVEY

Write five questions about Clean Off Your Desk Day in the table. Do this in pairs/groups. Each student must write the questions on his / her own paper.

Without your partner, interview other students. Write down their answers.

	STUDENT 1 _____	STUDENT 2 _____	STUDENT 3 _____
Q.1.			
Q.2.			
Q.3.			
Q.4.			
Q.5.			

Return to your original partner(s) and share and talk about what you found out. Make mini-presentations to other groups on your findings.

HOMEWORK

1. VOCABULARY EXTENSION: Choose several of the words from the text. Use a dictionary or Google's search field (or another search engine) to build up more associations / collocations of each word.

2. INTERNET: Search the Internet and find more information about Clean Off Your Desk Day. Talk about what you discover with your partner(s) in the next lesson.

3. MAGAZINE ARTICLE: Write a magazine article about Clean Off Your Desk Day. Write about what happens around the world. Include two imaginary interviews with people who did something on this day.

Read what you wrote to your classmates in the next lesson. Give each other feedback on your articles.

4. POSTER: Make your own poster about Clean Off Your Desk Day. Write about will happen on this day around the world.

Read what you wrote to your classmates in the next lesson. Give each other feedback on your articles.