EASY ACCESS ENGLISH

ORGANIZATION

Activity One: How would you describe yourself ? Circle the statements below which suit you :

- Very well organized, you can **point out** where anything is.
- Very disorganized, you don't **pick up** after yourself or anyone else.
- Quite organized.
- Really messy.
- You can't stand mess
- You like everything to be tidy.
- You know where everything is.
- You have a system for everything.
- You are a hoarder.
- You hate clutter.
- You have handy furnuture and storage solutions which help yo uto be organised.
- You dump you clothes wherever you **take** them **off**.
- You hold onto things you don't need any more.
- You are always **tidying up** at home and at work.



Activity Two: What have the underlined verbs got in common ? They are phrasal verbs.
What are Phrasal Verbs? It's a verb + a particle (preposition or adverb) that changes the meaning to make a new verb.

There are four types of phrasal verbs. Phrasal verbs can be separable or inseparable and they can take an object or not.

Phrasal Verbs which Take Objects

Phrasal verbs which take objects can be separable or inseparable:

Separable phrasal verbs can remain together when using an object that is a noun or noun phrase.

* I picked your clothes up. OR I picked up your clothes.

Separable phrasal verbs MUST be separated when a pronoun is used:

* I picked them up . NOT I pick up them.

Inseparable phrasal verbs always remain together. It makes no difference if a noun or pronoun is used.

* They are looking after the cleaning. / They are looking after it.

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Phrasal Verbs which Don't Take Objects

Some phrasal verbs do not take objects. These phrasal verbs are ALWAYS inseparable.

* I was late because the bus broke down on the way to work.

If you are not sure whether a phrasal verb is separable or inseparable, ALWAYS use a noun or nouns phrase and DO NOT separate. In this manner, you will always be correct! (Kenneth Beare)



Separable Phrasal Verbs: bring up, take off

* They brought up their children to be very tidy.
* She took off her jacket and threw it on the floor.

Inseparable Phrasal Verbs: look for, set off

* She was looking for her books when he arrived.
* They set off for a work late because of the mess.

Three-word Phrasal Verbs

Some verbs are followed by two prepositions (or adverbs). These phrasal verbs are ALWAYS inseparable.

* I'm looking forward to tidying my desk. OR I'm looking forward to tidying it.
* They didn't get on with their mother because she was too disorganised OR They didn't get on with her.

Activity Three: TIDY UP ! (Youtube Tidy Up Ikea Commercials).
Watch the commercials and use these phrasal verbs to talk about what you see.

Tidy up	Figure out	Freak out
Pick up	Wash up	Cover up
Put down	Eat up	Bump into
Find out	Finish off	Fall over
Throw out	Suck up	
Throw up	Set off	

Activity Four: Read the following article paying attention to your intonation.

"Building the foundations of an organized lifestyle allows you to take care of the day-to-day things running on auto-pilot," says Krista Green, CEO of Organized for Life Canada. "As adults we all have natural patterns and tendencies, so work with them rather than against them," she says. "Place everything at its point of use." For a child that likes to do homework in the living room, a coffee table containing baskets for storage is a clutter-free solution; for a bed-side clothes dumper, a handy hamper may be the trick.

If you are the type of person that holds onto sweaters you don't wear because they were expensive, or magazines you enjoyed twelve months ago, consider the following:

· Do I love it?

· Do I need it?

· When was the last time I used it?

· Do I have more than one?

· Does it need to be repaired? Is it worth repairing?

· Could someone else use it, or is it junk?

· If I am going to keep it, where does it belong?

Activity Five: Answer the questions :

1. What does Krista Green advise us to do regarding our natural tendencies ?
2. What is her advice regarding clothes ?
3. Do you respect your own natural tendencies when organising things ?
4. Do you find yourself struggling against yoru natural tendencies ?
5. Do you keep things a long time and hoard items ?
6. Which IKEA items for storage do you have in your house ?
7. At work do you find that the new systems respect people’s natural tendencies ?
8. Explain any new systems which help people to be more organized?

Activity Six: Find out how organized you are by taking this quiz.

If you chose mostly the first answers you are very organised, if you chose hte second answers you are quite organised and if you chose mainly the third answers then you are disorganised.

How long does it take you to find a document or piece of information?

- 5 minutes or less—I know exactly where I left it!
- About 15 minutes—it's either here or there.
- A day or more—I can't even remember the last time I saw it!

How often do you discover that you've double-booked your daily schedule?

- Frequently—but my friends and acquaintances are used to it.
- Occasionally—I feel terrible, but sometimes, it just happens.
- Never—all my appointments are carefully recorded.

How often are you late for meetings and appointments?

- Frequently—I'm the queen of tardy!
- Sometimes. Breakfast, misplaced keys, picking an outfit—slow me down.
- Never—I respect people's time and I expect the same from other people in return.

How much of your desk is covered with paper?

- 10 per cent or less—a couple neatly stacked piles. Most items are filed
- 50 per cent—I have a lot of stuff, but I swear I know where everything is!
- Where is the desk?

How many day-planners and/or calendars do you write appointments in?

- It's all there, in one source.
- I have 2-3 places to store scheduling info, and I consolidate whenever I can.
- I have notes, books, and reminders in several places.

How often do you clear out your e-mail and/or computer files?

- Once a week or more—why waste the hard drive space?
- Every six months, or more. Finito and adios!
- Clear out e-mail?

