

2. Complete the text with a word in each gap.

Amy is asking for (1) about organizing school work. She keeps a (2) with a record of her homework. She also writes a (3) in case she forgets. Hana thinks it's important to keep your computer (4) clean and tidy. She deletes things she doesn't need and puts her work into separate (5) Gloria says it's important to start studying in plenty of time and not to leave things until the night (6)! Lou's tip is to use a noticeboard, divided into sections for each (7) He thinks the best thing about this idea is the feeling he gets when he (8) an item!