

Organisation and Filing Quiz

Name: _____

Circle the best answer below:

- 1 It is best to wait until your exams are coming up to organise your study notes.
This way everything will be fresh in your mind.
A TRUE
B FALSE
- 2 You should keep everything related to the one subject together.
A TRUE
B FALSE
- 3 You should keep all your schoolwork, for each subject, for at least two years.
A TRUE
B FALSE
- 4 You should spend 10 minutes getting yourself organised before starting your homework or study.
A TRUE
B FALSE
- 5 You should always put things to be filed in a pile and look through it at the end of the week.
A TRUE
B FALSE
- 6 Before you start a new piece of homework, you should first put away the completed work.
A TRUE
B FALSE
- 7 It is best to pack your schoolbag in the morning.
A TRUE
B FALSE
- 8 There is no need to write the date on your handouts as you can remember when they were given out.
A TRUE
B FALSE
- 9 Your notes will look neater if you try to use the same colour pen.
A TRUE
B FALSE
- 10 If you miss a day of school, you don't need to get a copy of the notes or handouts.
A TRUE
B FALSE