Reading Assessment: Devices + Productivity

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1. Summarize the article in 3-5 sentences.
2. Read these sentences. Circle T (true) or F (false). If false, correct them. The following are ways to boost productivity:

Keep a clean workspace

T F

Turn off your email

T F

Answer texts immediately

T F

Keep multiple tabs open

T F

Work in a quiet environment

T F

1. What have scientists concluded about the brain’s ability to multi-task?
2. How long does it take to get back on task after being interrupted by an email or a text message?
3. In what was does multi-tasking affect young people?
4. When should you multi-task?
   1. Never
   2. Always
   3. When you’re busy
   4. When you’re doing mundane tasks
5. In the following scenarios, would it be beneficial or harmful to multi-task? Write a few sentences explaining why.
   1. You are on a conference call for work discussing a very important business deal. You receive an email from your co-worker about the cookout next week. Should you type a quick response or wait until you have finished the conference call?
   2. You are cleaning the house, but you also want to listen to your favorite podcast. Should you wait until you finish cleaning the house, or try to do both at once?