

## Excerpts

Reading and writing lesson- excerpted from Chapter 3 (Word Processing)

One of the most common and easily adaptable exercises using MS Word is creating a basic typing exercise. In this activity, students can be asked to write a story, poem or other piece of writing. Depending on the level of the student, the assignment could vary from writing out a short list of study words to writing a two page document. Learners with limited word processing experience will find this exercise encourages the transition from paper to program writing relatively painlessly.

Once your student has completed a writing assignment on paper, ask them to turn the computer on and open MS Word. Without paying attention to font, margins, line spacing, etc. ask the learner to type their work on the piece of paper that can be seen on the screen. (Make sure the view mode has been set to Print Layout view. To do so, click the drop-down menu "View" and then click "Print Layout.") After the typing has been completed, ask your student to reread what they have written. This allows *the student* to ensure they have transcribed their work correctly and introduces the idea of reading practice in a word processing program.

The next step is to explain to the student that in order to retrieve their writing at a later date they must save their work. If possible, have a file folder created in the student's name and keep it in a location where all of their files can be stored together. If you are using a public computer, or are not in a position where student's files can be saved on the hard drive, ask the learner to save their work on a floppy disk.