

## Change Your Story

Skills: Copy, paste, and move text; format characters

Materials: Microsoft Word

Activity 1: Change the formatting of a list of words. Open (or make) a document with a list of words.

2. Listen to your tutor's instructions to change each word.

### Note to Instructors

Use the Formatting tools to identify or change whichever vocabulary or grammatical structures you are working with. You will need a list of vocabulary words or a paragraph of writing for this activity. You can begin the lesson by having the student help you with this or you can create a suitable one in advance.

#### My list

country  
land  
family  
mountain



#### My instructions:

Underline country  
Make land bold  
Put family in italics  
Make mountain bigger



#### My new list:

country  
**land**  
*family*  
mountain

## Change Your Story

Activity 2: Change the tense of a story.

1. Find the first verb in the story. Use the mouse to highlight the verb. Change it to **bold**.

For example:

Blanca **lives** in Shelton. She **studies** all the time. She **takes** English classes all the time.

What **is** Efrain doing? Maybe he **is** working. He **lives** in Shelton, too. When he **has** time he **comes** to English class.

2. Make the rest of the verbs in the story **bold**.

3. Change the tense of the story. This story is in the present tense and can be changed to past tense. Highlight each bold word and type the new word in its place.

The new story looks like this:

Blanca lived in Shelton. She studied all the time. She took English classes all the time.

What was Efrain doing? Maybe he was working. He lived in Shelton, too. When he had time he came to English class.