



TIP 1: Work with 'show/hide' turned on. (Underlying codes – see ¶ marker above)

TIP 2: Use 'Word Art' wisely – choose most appropriate options for your worksheet – some confuse, others take up a lot of space

TIP 3: Don't forget the 'line spacing' option. It looks great and makes everything much more readable!

Kamla's story

TIP 4: As a general rule – underline (and caps) look pretty terrible- use italics and bold instead (although underline works sometimes!)

Read the text and then answer the **True/False** questions.

Kamla was very upset because two women came to her house again and again. They wanted to talk about religion. Kamla knew one of the women, but not very well. She wanted them to stop



To find 'Kamla's Story' Go to www.esolht.org.nz
'Tutor Login' (Login at screen top right)
Username = esolht
Password = communicate
Tutor-share resources
Give it a Go; unit 10

...uncomfortable about the visits. In her culture, you
...into your house –it is rude not to
...usually ask strangers in.
...w to say 'no'.

TIP 5: **Format** your pictures

- Right mouse click
- Click 'format picture'
- Click 'layout'
- Click 'advanced'
- Click 'through'
- Click 'ok' x2

- 1 In Kamla's country you never invite people you do not know. True/False
- 2 Kamla was very happy to see the women. True/False
- 3 The women came to talk about their beliefs. True/False
- 4 The women came many times to Kamla's house. True/False
- 5 Kamla felt uncomfortable when the women came to her house. True/False

TIP 6: To find 'Word Art'
1 View
2 Toolbars
3 Drawing

Gives you lots of options

TIP 7: Try to use tabs to space out text: it's easier to control than using the space bar.

TIP 8: Useful fonts that look like handwriting. Century gothic and Comic sans (yah!) Anyway – don't use 'fussy' fonts. Arial is clear.

Answers:
1 False 2 False 3 True 4 True 5 True

