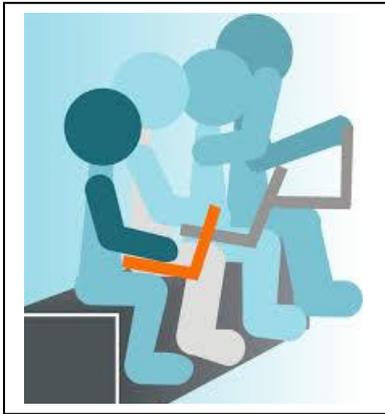


# Personalised Learning

## Microsoft tools to support reading and writing



**Well done** for all your hard work on TEAMS while we are learning remotely.

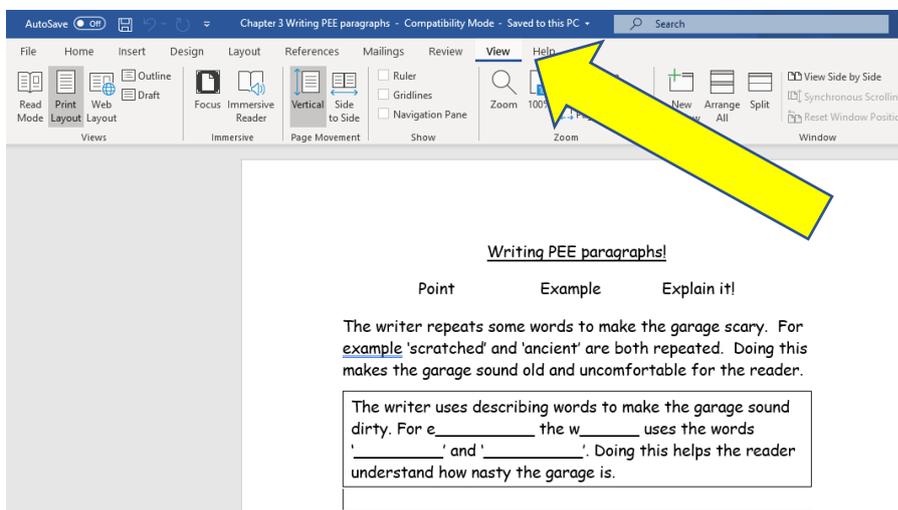
I am aware some of you use learning tools and strategies to support your reading and writing in the classroom that you may not be using at home. I have put together this prompt sheet to help you access some of those tools on your computer.

Mrs Parr

## Do you have a reader or use a coloured overlay in the classroom?

You can use immersive reader to change the layout of the page and make it easier to read.

- 1) Open the word document you need to read.
- 2) Click on **View**



AutoSave ON Chapter 3 Writing PEE paragraphs - Compatibility Mode - Saved to this PC

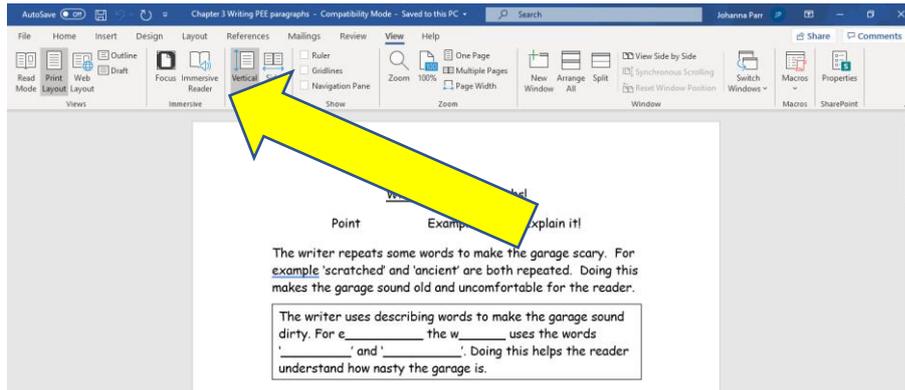
File Home Insert Design Layout References Mailings Review View Help

Read Mode Print Layout Web Layout Draft Focus Immersive Reader Vertical Side to Side Zoom 100% View Side by Side Synchronous Scrolling Reset Window Position Window

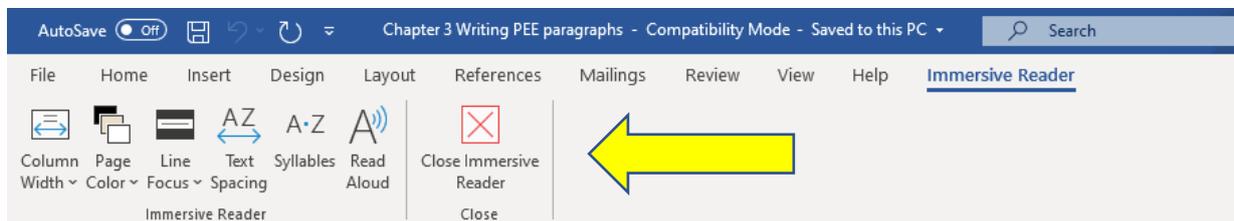
Writing PEE paragraphs!

Point	Example	Explain it!
The writer repeats some words to make the garage scary. For <u>example</u> 'scratched' and 'ancient' are both repeated. Doing this makes the garage sound old and uncomfortable for the reader.		
The writer uses describing words to make the garage sound dirty. For e_____ the w_____ uses the words '_____' and '_____'. Doing this helps the reader understand how nasty the garage is.		

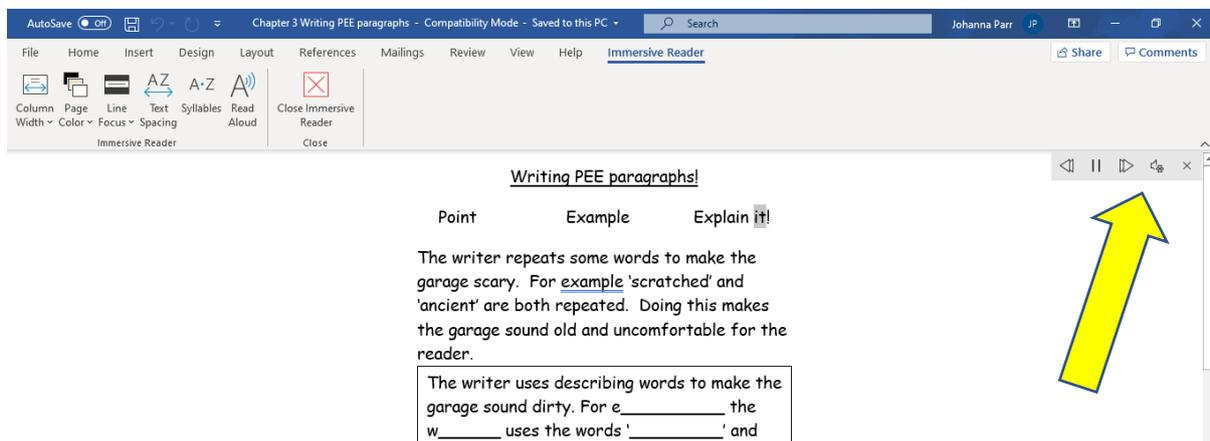
### 3) Click on Immersive reader



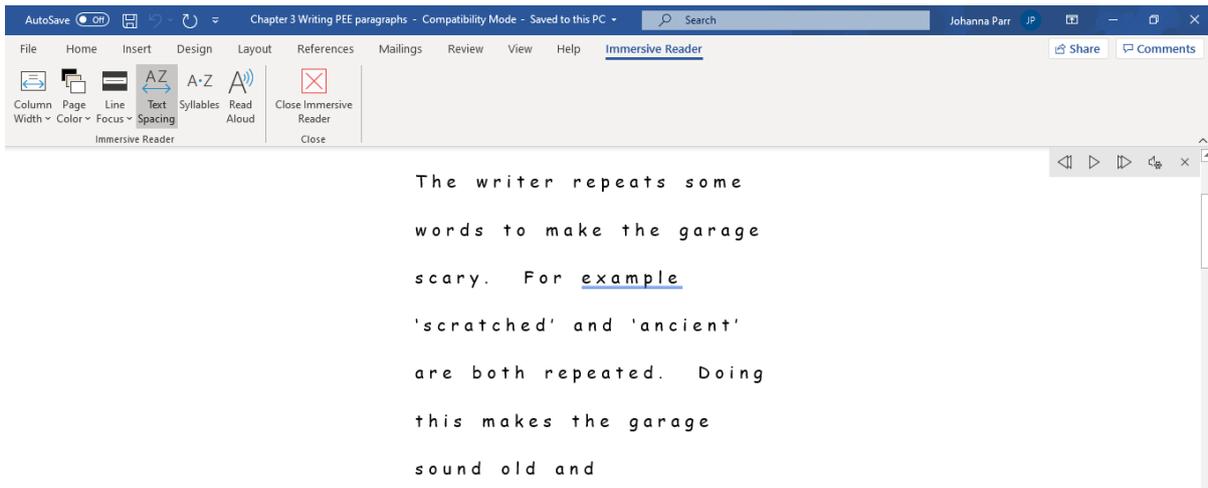
### 4) You now have access to a range of tools to make it easier to read the text:



**Read aloud** - the computer will read the text to you. Click the cursor at the start of the text you would like to read, use the control panel on the right-hand side of the screen to stop, start and change the speed and voice of the reader.



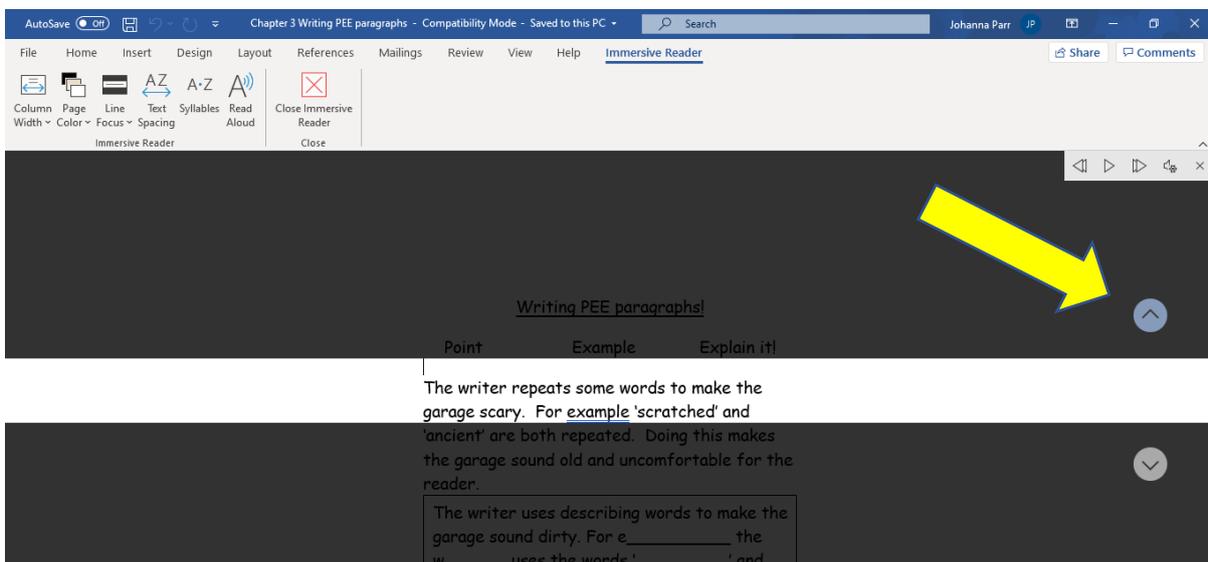
**Text spacing** – The words will be spaced out more, this may make them easier to read.



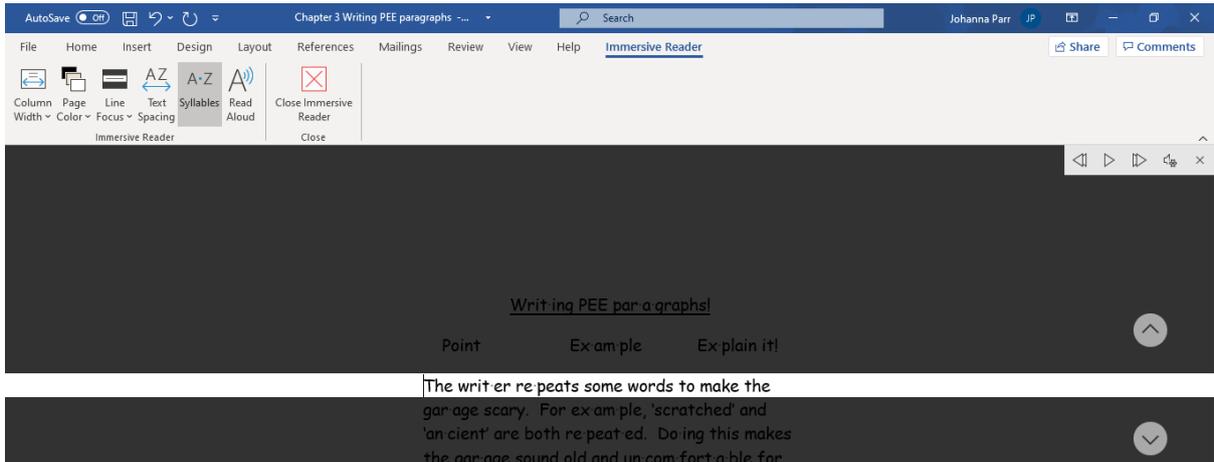
**Page colour** – You can change the colour of the screen, just like using an overlay in the classroom.



**Line focus** – You can change the focus so you can see less lines at a time. This is useful if you need your reading breaking down into smaller chunks. Use the arrows to move the line spacing up and down. This works well with the read aloud function so you can follow the text easier.

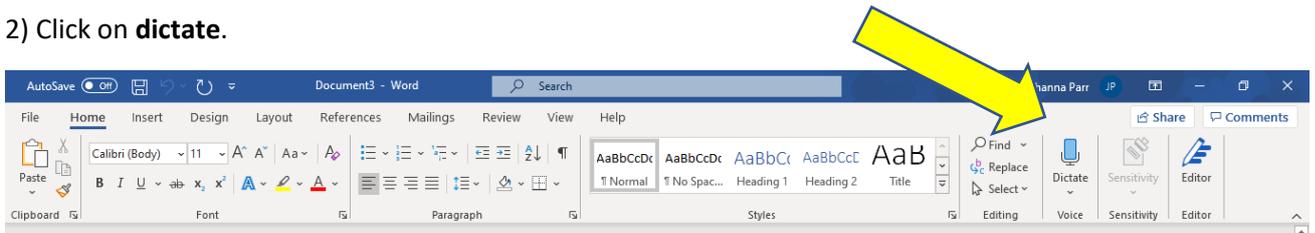


**Syllables** - Will split each word into syllables, allowing you to break the word down so you can read it. This is best used with line focus on.

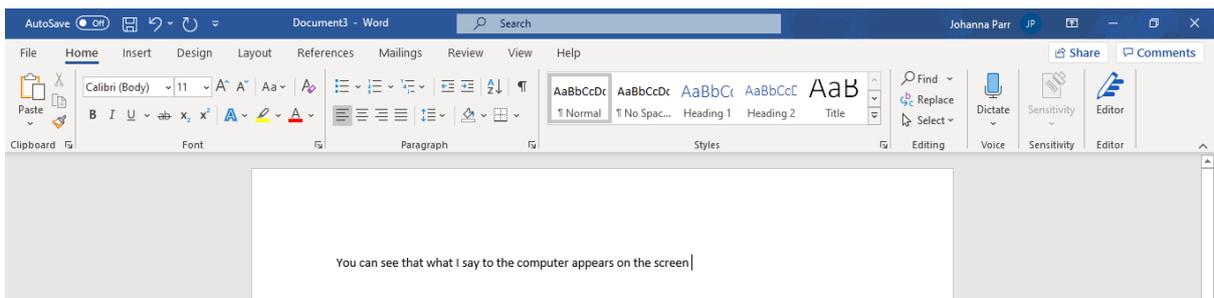


## Do you use a scribe in the classroom?

- 1) Open a word document
- 2) Click on **dictate**.



- 3) Dictate is where you speak, the computer hears your words and turns them into text. It also listens to punctuation, just say full-stop, comma etc. when needed.



## Using a Mac?

The following offer similar support to help you with your reading and writing:

**Apple Dictation** (for iPad / iPhones and Mac computers)