

## Adding details to written work: Activity 2 (7W5)

**Task:** You will read a sample paragraph and add details to make the paragraph more interesting and complex.

**Step 1:** Open the template file. Follow your teacher's instructions.

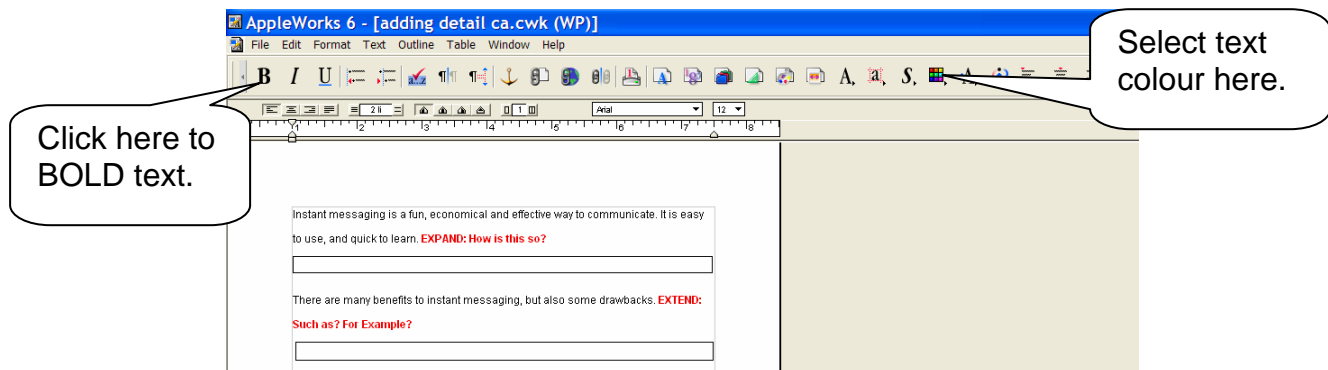
**Step 2:** Read the paragraph. Notice the prompts, in red, that ask for more details. After each prompt, there is a text box.

**Step 3:** Add details by clicking twice in the text box which follows the prompts and typing.

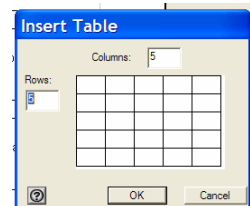
**Step 4:** When you are finished adding details, save and print your work.

**Step 5:** Create a new file by selecting **File >> New >> Word Processing** or clicking **Ctrl + N**.

**Step 6:** Write your own information paragraph on a topic of choice. Leave out some important details, and add prompts and text boxes. To add a prompt, click on the **B** to bold the text, and select the text colour from the toolbar at the top of the screen.



To add a text box, select **Table >> Insert Table** from the menu at the top of the screen. In the dialogue box that opens, create a table with 1 column and 1 row. Click **OK**.



You can resize the box by clicking and dragging on the black square at the bottom right corner.



**Step 7:** Save your file.

**Step 8:** Trade paragraphs with another student, and add details to their paragraphs. Discuss how you have improved the paragraph by adding details to make it more complex and interesting.