

## **IT software to communicate effectively**

### **Using correct grammar and spelling**

**Take screenshots throughout of you using the spelling & grammar tools**

#### **Question 1:**

- A. Paste, retype and **correct** this sentence onto a blank page
- B. Add **comments** to the document to show what you are changing

Some peploe say “it dnso’et mtetar how txet  
is wittren as lnog as the frsit and lsat ltteres  
are in the rhgit oerdr and rghit psoitnios,  
bacusee the hmaun bairn can srot out the  
maennig aynawy”.

**Question 2:**

- A. What do the following words **mean**?
- B. **Find** 2 more sets of words with the same sound but different meanings.
- C. Copy this table onto a blank page and complete the above activities
- D. What **tools** can you use to help you?

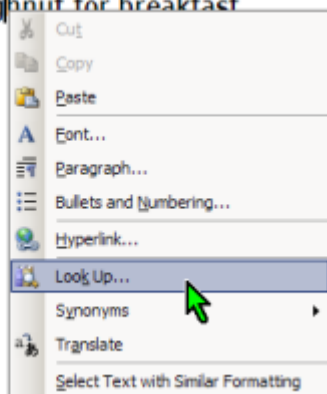
<b>Word</b>	<b>Meaning</b>	<b>Word</b>	<b>Meaning</b>
There		Their	
Where		Wear	
Pair		Pear	
Whether		Weather	
Fair		Fare	

**Question 3:**




Rewrite the sentence below onto a blank page using the **thesaurus** to change the word **actual**. Write down the alternatives for 'actual' as found in the thesaurus.


***Actually, he was wrong when it came to his description of the actual man he had seen.***

I had a doughnut for breakfast






**Research**

Search for:  
doughnut 

All Reference Books

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**Encarta Dictionary: English (U.K.)**

**doughnut (noun)**  
doughnut [ dŏ nut ]  
**1. round cake with hole or filling**  
FOOD a small sugar-coated cake of sweet dough, fried or baked, and either spherical with a filling of cream or jam, or ring-shaped with no filling  
**2. ring-shaped object**  
MECHANICAL ENGINEERING an object in the shape of an inflated ring, for example an accelerating tube in a nuclear reactor or a baby's floor cushion for sitting in

**doughnut (transitive verb)**  
doughnut [ dŏ nut ]  
**1. crowd around MP being filmed**  
to surround a Member of Parliament who is speaking and being filmed for television in order to give the impression that the chamber is fuller than it really is