

Making a chart in Word:

1. Go to insert tables
2. Select 3 x 6
3. In the first box write the word Question
4. In the next box write student 1
5. In the third box write student 2
6. Under Question write the following words
food, family, work, free time, travel
7. Put the cursor after the word food
8. Hit the enter key until your chart is the size you want.
9. Put the cursor after the word family
10. Hit the enter key
11. Repeat
12. Write a question for each topic (e.g. What do you eat for breakfast?)