



On this page, you will learn basic rules about the layout, formatting and checking of electronic texts. This will help you to make your own electronic texts visually more inviting and easier to read.

- a) Read the guidelines on text layout and formatting. Then examine the text on Kate Tempest. Decide if it follows the guidelines. Then tell your partner what you would change, and why.

Partner A: Focus on text layout.

Text layout

- 1 Do not put too much text on one page. Use proper margins (top, bottom, left, right).
- 2 Indent paragraphs or leave an empty line.
- 3 Consider using headings to guide your reader.
- 4 Think about the best place for images. Make sure they are neither too big nor too small in relation to your text. If you use an image from the internet, always add the source.

Partner B: Focus on text formatting.

Text formatting

- 1 Use a standard font that is easy to read, e.g. Arial, Times New Roman, etc.
- 2 Use a different style (*italics*, **bold**, etc.) for greater clarity, e.g. for book or song titles.
- 3 Use one font for the body of the text. You can use other fonts for headings, captions, etc., but more than three can make a text look untidy.
- 4 Make sure the font size is legible, e.g. 12 pt.

KATE TEMPEST

Kate Tempest is a british poet, spoken-word performer, rap singer, playwright and novelist. Her real name is Kate Calvert. She was been born in 1985 and grew up inin south London. She is widely seen as Britain's leading spoken-word poet. Kate Tempest started performing when she was only 16 yeara old, going to open mic nights, but has since worked with the Royal Shakespeare Company and performed at festivals like Glastonbury and Edinburgh. Across the atlantic she has won two poetry slams in New York.



Kate Tempest's poetry collections *Hold your own* and *Everything speak in its own way* mix word play and street slang and are so full of emotion that they must touch the hart of of any reader. *Hold your own* is a series of connected poems who use the figure of the gender-changing, blind prophet Tiresias from Greek mythology. Tempest has also written several pieces for the stage, includeing the award-winning *Brand new ancients*.

MUSIC

Of course, it's through her music that Kate Tempest is reaching most people and she has toured the world with her hip-hop band **Sound of Rum**. Her first album, *Everybody down* (2014), was shortlisted for the Mercury music prize and *Let them eat chaos* (2016) has been called an uncomparable musical novel in 13 chapters.

However, poetry, theatre and hip-hop are not enough for this multi-talent. She has also wrote a novel, *The bricks that built the houses*, which retells the story told in the songs of her album *Everybody down*.

KT has received much acclaim for her work in all these fields. The Huffington Post called her "Britain's leading young poet, playwright and rapper... – the complete package of lyrics and delivery. She is also one of the most exciting young writers working in Britain today." Above all, Kate Tempest is a performer andthese lines from one of her poems could be her motto: "Language lives when you speak it / Let it be heard."

- b) Read the tip carefully. Then agree on what needs to be corrected in the text above.

EXTRA Using an electronic version of the text, improve the text layout and formatting and correct any mistakes.

→ SF 15: Revising and improving electronic texts (p. 116)

→ SF 33: Creating a good layout for a page or poster (p. 130)

TIP Using the check function

The check function underlines spelling, typing and grammar mistakes, but remember

- it sometimes underlines correct words
- it doesn't always recognize a mistake.

So before you correct a word, make sure you understand why it was underlined.

And check the text yourself for mistakes the check function may not have found.