

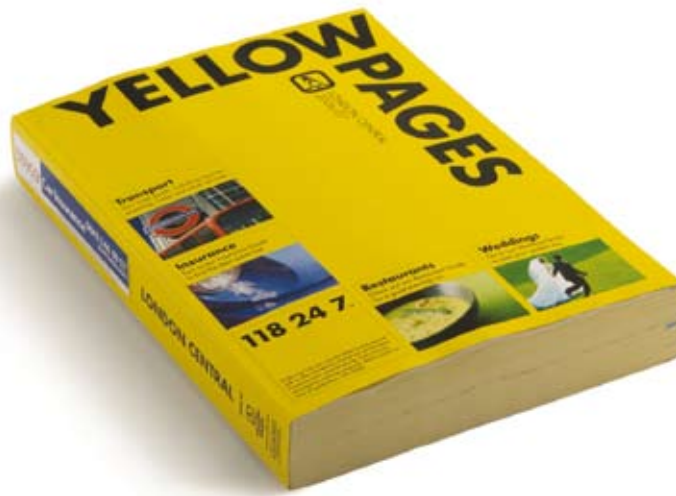
Using alphabetical order

Introduction

Alphabetical order is used for organising information such as:

- customers' details in workplaces
- words in a dictionary
- names in a telephone book.

It helps you to find information quickly.



This activity looks at using alphabetical order to find and to order information.

You will learn:

- some quick ways of finding information
- how to use telephone directories and dictionaries
- how to put items into alphabetical order.

For this activity you will need a dictionary and a copy of a telephone book.

Using alphabetical order

Alphabetical order is a way of organising information. It makes it quicker to find information.

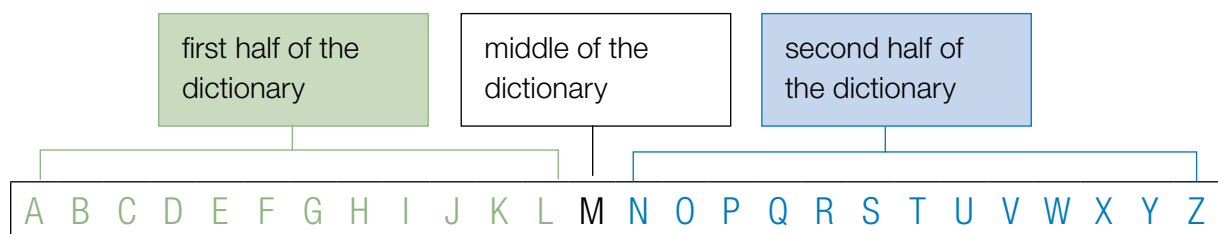
For example, imagine that this is a row of box files kept on a shelf at work.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

You need a document for a customer called Mr Green. You could go straight to the box marked 'g' (for Green) without having to look through all the boxes.

Dictionaries

You can find your place in a dictionary quickly in a similar way.



For example, you know that words beginning with **W** are in the second half of the dictionary, so you can turn straight to this part rather than working your way through from the beginning.

Telephone directories

A telephone book uses alphabetical order for business names and people's last names. It is usually split into two main sections. The front section is for businesses and the following section is for residential (home) numbers.

Some dictionaries and telephone books have letters down the right hand side to help you find the section you need even quicker.

Practice 1

Find any page of words in the dictionary and any page of residential names in the telephone book that start with the letter r.

Using alphabetical order

There are a lot of words and a lot of names beginning with r. This means that words in the dictionary and the names in the telephone book are put into alphabetical order of the next letter, or the next, and so on.

Here is a list of words in alphabetical order:

ramin	}	The first three letters of these words are the same: ram . The fourth letter in each word is in alphabetical order.
ramjet		
rammy		
ramp		
rampage	}	The first five letters of these words are the same: rampa . The fifth letter in each word is in alphabetical order.
rampant		

As long as you look for at least the first two letters of the name or word, you should find the page you need quite quickly. You can then run your finger down the left and right column until you come to the word or name you are looking for.

Dictionaries

Dictionaries give you information about word meanings. When you find the word you are looking for, it may have more than one meaning.

You will need to decide which meaning makes the most sense in the sentence you are reading.

Practice 2

The word 'mortal' has several meanings.

Use your dictionary to help you find the **two different meanings** of the word 'mortal' in these sentences.

- All men are mortal.
- He struck his enemy a mortal blow.

Telephone books

You will find that there are lots of pages for certain surnames. Knowing the first name or initials of the person you are looking for will help. You may also need further information such as the address or at least the town the person lives in.

Using alphabetical order

Sometimes you might need to use alphabetical order to organise information.

Put the items in order of their first letters first.

This is a list of people invited to a person's party:

Ali

Bethany

Chris

Diego

Faisal

Where words start with the same letter, go on to the next letter to order them, like this:

Faisal

Floella

Frankie

Fyon

Here is a list of bills written in alphabetical order:

Electricity

Gas

Telephone

Tele**v**ision

Water

Notice how the words 'telephone' and 'television' use their fifth letter for alphabetical order because they start with the same four letters (tele).

Practice 3

Rewrite the list of bills to include these added bills. Make sure the whole list is in alphabetical order:

Rent

Credit card

Rates

Car tax

Using alphabetical order

Check your skills

- 1 List these ten job titles in alphabetical order:

Salesperson

Doctor

Waitress

Machinist

Carpenter

Bricklayer

Bank manager

Cashier

Surveyor

Driver

- 2 Use your dictionary to help you match these words to their definitions:

<i>Word</i>	<i>Definition</i>
rare	the musical character or quality of an instrument or human voice
blare	a collection of songs or musical items performed together
timbre	a rattling sound that can be made by unhealthy lungs
medley	a loud harsh sound

- 3 Use your telephone book to find and write down the names and numbers of one each of the following:

a plumber in your town

a hairdresser in a neighbouring town

your nearest doctor's surgery

Using alphabetical order

Answers

Practice 1

There is no correct answer.

Practice 2

- a. The word 'mortal' in this sentence means human and able to die or be killed.
- b. The word 'mortal' in this sentence means deadly or fatal.

Practice 3

Car tax
Credit card
Electricity
Gas
Rates
Rent
Telephone
Television
Water

Check your skills

- 1 Bank manager
Bricklayer
Carpenter
Cashier
Doctor
Driver
Machinist
Salesperson
Surveyor
Waitress
- 2 rale: a rattling sound that can be made by unhealthy lungs
blare: a loud harsh sound
timbre: the musical character or quality of an instrument or human voice
medley: a collection of songs or musical items performed together
- 3 There is no correct answer.