Developed by the National PASS Center with funding from the Strategies, Opportunities, and Services to Out-of-School-Youth (SOSOSY) Migrant Education Program Consortium Incentive under the leadership of the Kansas Migrant Education Program.
The alphabet is a set of letters. They follow each other in order. They are used to make words. This is the alphabet we use:

**UPPER CASE**
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

**lower case**
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

The letters in the top row are in the **upper case**. They are called **capital letters**. Capital letters begin the first word of every sentence. The letters in the bottom row are in the **lower case**. As you can see, lower case letters are used most of the time.

The names of people, places, and things begin with capital letters. For example:

- Señora Rodriguez
- Miami, Florida
- Dr. Chang
- Europe
- Friday
- James Madison
- Paco
- the Mississippi River
- Main Street
- January
Knowing the order of the alphabet is important. Lists of words are part of our daily lives. When lists follow the order of the alphabet, they are in **alphabetical order**.

**Some lists that are in alphabetical order are:**

- names in the telephone book
- words in a dictionary
- the songs on your iPod
- the list of contacts in your cell phone
- items for sale on amazon.com, e-Bay, etc.
- list of offices in a large building
- topics of information, either online or in a book
- files of people served by lawyers, doctors, and teachers
- files of tenants (*people who pay rent to live somewhere*) and employees (*people who work for a person or business*)

Can you think of anything else you use in your everyday life that is in alphabetical order?

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

"Unit 1 - Read, Write, Now"

18
Above is a list of words. Let’s put them in alphabetical order. Remember, that means you list them in the same order as the alphabet.

- Look at the first letter of each word. Look at the alphabet above. Which word begins with the letter closest to the letter “A”? ___________

   If you wrote the word boots you are correct.

- Which word begins with the letter next closest to the letter “A”? ___________

   If you wrote hat, you are correct.

Use this method to put the rest of the words in alphabetical order. Fill in the blanks below.

________________________
________________________
________________________
________________________
________________________
The rest of the list should be in this order: *jacket, pants, shirt, watch*

**Now, try some more words.**

refrigerator

chair

couch

dresser

Write the list in any order:

First list: _______________________
            _______________________
            _______________________
            _______________________
            _______________________
            _______________________
Your list has two words that begin with the letter “c”–**couch** and **chair**. Which word should go before the other? To answer this, you must look at the second letter of each word:

- **couch**
- **chair**

Which of these letters is closer to “A”? The “h” in **chair** is closer to “a” than the “o” in couch. The word **chair** will go before the word **couch**.

Now, write the list in alphabetical order:

1. Final list:

   __________________________
   __________________________
   __________________________
   __________________________
   __________________________
   __________________________

Try some words on your own! Use the alphabet on the next page to put the grocery list in alphabetical order. Remember to look at the first letter of each word.
Write a practice list here:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

2. Now, write your list in alphabetical order here:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
Using the Index

The index of a book lists the topics included in the book. It can be found in the end pages. The topics are listed in alphabetical order. A number appears after each topic. It is a page number. That is where information about the topic can be found.

Below you will see a sample index page. It is from a textbook on American history. Look at it for a few minutes. Notice the way the topics are listed. If you don't understand anything about it, ask your teacher. Use the index page to answer the questions.

3. On what pages would you find information about:

a. the Homeland Security Department?

b. the Indian Removal Act?

c. William Randolph Hearst?
4. Find your favorite pie. On what page would you find its recipe? ____________

5. On which page is the recipe for peanut butter cookies? ____________

6. Which recipe would you like to try?

Name: ______________________, Page number: ________________
Guide Words

**Guide words** help you find names in a phone book and words in a dictionary. They can be found at the top of the page. They are larger and darker than the other words on the page. Guide words tell you the first and last words on that page. Below is a page from the dictionary. The guide words are pulley and punch. The first word on the page is pulley and the last word on the page is punch. Use this page to answer the questions that follow.

7. **What word is defined after the word** **pulp**?

8. **What is a** **puma**?
Let’s go step-by-step through an example. You want to know the meaning of the word milkshake. You open your dictionary and turn to the pages of words that begin with “m.” The word milkshake could be on one of three pages. The guide words for these three pages are below. Which pair of guide words shows you the page that the word milkshake is on?

Let’s use what we know about alphabetizing. Start with the first letter of the word milkshake. It is “m.” All the guide words start with “m.”

Next, look at the second letter – “i.” The second letter of all the guide words is “i.”

Now you need to move to the third letter of milkshake, which is “l.” “l” is the third letter of only one word above. Look at that pair of guide words. Could milkshake come between Midwest and Milky Way? Yes, it could!

We know we can find milkshake on the page with the guide words Midwest • Milky Way.
Now you try!

Here are three sets of guide words.

<table>
<thead>
<tr>
<th>fresh • frigid</th>
<th>frill • frost</th>
<th>frostbite • fulcrum</th>
</tr>
</thead>
</table>

Each word from this list belongs under one pair of the guide words.

9. fries
10. frighten
11. fudge
12. frisbee
13. frosting
14. frog

Follow the example shown. Use the lines to figure out where each word goes. Then, fill in the chart on the next page. Place each word from the list under the guide words it falls between. Sample word: front

Use the page from a phone book on the next page to answer the questions on the next page.
15. What are the guide words for this page?
16. In which column do you find Prospero Equipment Corp—the first, the second, or the third?
17. What two names does the Papillion Boutique come between?
18. What is David Peterson's phone number?