



Reading On The Move

Starting With the Basics

The Alphabet and Alphabetical Order Skills

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

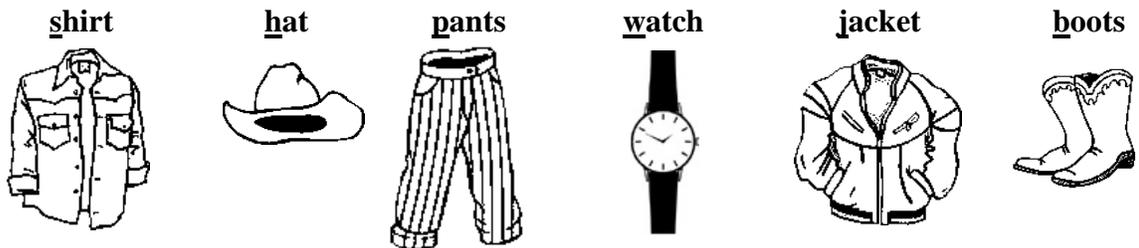
January

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**)

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
 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



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



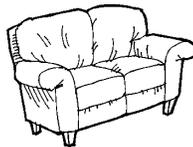
chair



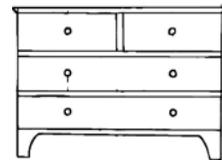
stove



lamp



couch



dresser

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
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

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 below to put this grocery list in alphabetical order. Remember to look at the first letter of each word.

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
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



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?

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Below you will see an index page from a cookbook. Answer the questions that follow using this sample index page.

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- Find your favorite pie. On what page would you find its recipe? _____
- On which page is the recipe for peanut butter cookies? _____
- 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.

The guide words of this dictionary page are **pulley** and **punch**.

The page starts with the definition of **pulley**. It ends with the definition of **punch**.

pulley ▶ **punch** ← *Guide words*

pulley (pool'ē) *noun* a small wheel that has a groove in the rim in which a rope or belt moves. A pulley may be used to lift an object fastened to one end of the rope by pulling down on the other end. A pulley is a simple machine.



pulley

pullover (pool'ō vər) *noun* a shirt or sweater that is put on or taken off by being pulled over the head.

pul-pit • *noun, plural pullovers*

pulp (pulp) *noun* 1 the soft, juicy part of a fruit. 2 the soft, center part of a tooth. It contains nerves and blood vessels. 3 ground-up wood and other matter, mixed into a soft, wet mass from which paper is made.

pulpit (pool'pit or pul'pit) *noun* a platform in a church on which a clergyman stands to give a sermon.

pul-pit • *noun, plural pulpits*

pulpy (pul'pē) *adjective* of or like pulp [a pulpy mass] —Look for the WORD CHOICES box at the entry **soft**.

pulp-y • *adjective* pulpier, pulpiest

pulsate (pul'sāt) *verb* to beat or throb in a regular rhythm [Your heart pulsates more slowly when you sleep.]

pul-sate • *verb* pulsated, pulsating

pulse (puls) *noun* 1 the regular beating in the

arteries that is caused by the movements of the heart in pumping the blood. 2 any regular beat [the pulse of the drums].

pulse • *noun, plural for sense 1 only pulses*

pulverize (pul'vər iz) *verb* to crush or grind into a powder [He pulverized the stone with a sledgehammer.]

pul-ver-ize • *verb* pulverized, pulverizing

puma (pyū'mə or pū'mə) *noun* another name for cougar.

pu-ma • *noun, plural pumas*

pump (pump) *noun* a device that forces a liquid or gas into or out of something.

verb 1 to raise, move, or force with a pump [She pumped water from the well. He pumped air into the tire.] 2 to empty with a pump [They pumped out the flooded basement.] 3 to fill with a gas [The mechanic pumped up the flat tire.] 4 to move with an action like a pump [The heart pumps blood.]

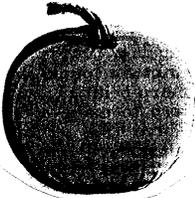
pump • *noun, plural pumps*

• *verb* pumped, pumping

pumpernickel (pum'pər nik'əl) *noun* a coarse, dark kind of rye bread.

pump-er-nick-el • *noun*

pumpkin (pum'kin or pump'kin) *noun* a large, round orange fruit that grows on a vine. The pulp is used as a filling for pies.



pumpkin

pump-kin • *noun, plural pumpkins*

pun (pun) *noun* the humorous use of words that have the same sound but have different meanings [The short story title "A Dog's Tale" has a pun in it.]

verb to make a pun or puns.

pun • *noun, plural puns* • *verb* punned, punning

punch¹ (punch) *noun* a tool for making holes in something or one for cutting or stamping designs on a surface.

verb to make holes in or designs on with a punch [The train conductor punched our tickets.]

punch • *noun* • *verb* punched, punching

punch² (punch) *noun* a hard blow with the fist.

verb 1 to hit with the fist. 2 to herd or drive cattle.

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?

Miami • microwave oven

Midwest • Milky Way

mine • mink

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!

M i d w e s t

m i l k s h a k e

M i l k y W a y

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.

fresh • frigid

frill • frost

frostbite • fulcrum

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

9. fries

11. fudge

13. frosting

10. frighten

12. frisbee

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**

fresh • frigid

frill • frost

frostbite • fulcrum

front

Use this page from a phone book to answer the questions on the next page.

138 PALMISANO—QUINONES		GENEVA	
PALMISANO Joseph & Nancy 28 Genesee Geneva 14456	781-2257	PEDERSEN M C 0745 Waterloo Geneva Rd Waterloo 13165	781-1942
PALONE Gary 2085 State Route 14 Geneva 14456	789-7293	Steven G 681 Snell Rd Geneva 14456	789-7037
PANE Frank Jr 168 S West St Geneva 14456	789-8761	PEDULLA James L 45 Mason Geneva 14456	789-6641
Genevieve 260 West North Geneva 14456	789-6449	PEDULLA'S Liquor Store Town & Country Plaza Geneva 14456	781-0917
Stephen 42 State Geneva 14456	789-9507	PEEBLES Department Store Town & Country Plz Geneva 14456	789-2855
PANETTA Dan 3001 N Genesee St Geneva 14456	789-0895	PEEK L 50 West Ave Apt 2 Geneva 14456	781-2241
PANNA Debbie 455 Waterloo Geneva Rd Waterloo 13165	789-0372	PELKO David E 402 S Main Geneva 14456	789-1757
Jerry 455 Waterloo Geneva Rd Waterloo 13165	789-0372	PELLINO Janet 150 Lycium Geneva 14456	781-0288
PANZIK Donald 585 W Lake Rd Geneva 14456	789-3871	PELTO Charles & Ellen 473 Hamilton St Geneva 14456	789-2270
PANZIK Service Center 5542 W Lake Rd Geneva 14456	789-0714	PENG Johnny 473 Hamilton Geneva 14456	789-2411
PAPILLON Boutique 572 Pre Emption Rd Geneva 14456	789-6606	PENSANTE-RAMOS Eusebio 2760 Pre Emption Rd Geneva 14456	789-2528
PARADISO Bob 224 W High St Geneva 14456	789-1624	PERALTA Maria 63 Exchange Geneva 14456	781-2907
PARARA Trevor 295 Hamilton Geneva 14456	759-5337	PEREZ Glen 120 William Geneva 14456	789-2480
Trevor 295 Hamilton St 77 Geneva 14456	759-5337	Ladinsneisa 10 Goodman Geneva 14456	789-4217
PARCERO Michael 19 West Ave Geneva 14456	781-2043	PERILLO J Kyle 650 Pre Emption Rd Geneva 14456	781-2654
PARDINGTON T 2087 Carter Rd Geneva 14456	789-9506	PERILLO Joseph 720 White Springs Dr Geneva 14456	789-8132
PARDISH John 2548 State Route 14 N Geneva 14456	789-0170	PERILLO Joseph K 650 Pre Emption Rd Geneva 14456	789-7081
Marvin 2556 State Route 14 N Geneva 14456	789-3760	PERILLO Joseph T 650 Pre Emption Rd Geneva 14456	789-8132
PARKER Charles 46 Clark St Geneva 14456	789-5838	PERILLO Joseph T Dr Podiatry 650 Pre-Emption Rd Geneva 14456	789-8132
Charles 271 E North St Geneva 14456	789-6495	Residence 720 White Springs Dr Geneva 14456	789-7081
Diana 1 Glass Factory Bay Geneva 14456	789-0906	PERKINS George 74 Exchange Geneva 14456	781-5420
L 11 West Ave Geneva 14456	789-0105	PERRY Andrea 674 W North St Geneva 14456	759-5375
Marcollina 19 N Exchange St Apt 1 Geneva 14456	781-3245	Andy 37 Angelo St Geneva 14456	789-5825
Michelle 31 Morrill Ave Geneva 14456	781-8436	Clyde 276 Lyons Rd Apt Right Geneva 14456	781-6987
Scott & Suzanne 2222 Route 14 Geneva 14456	781-8436	Eugene 21 Greenhurst St Geneva 14456	789-8773
PARKERS' Grille & Tap House 100 Seneca Geneva 14456	789-4656	Joseph 35 Angelo St Geneva 14456	789-9520
PARMELEE C 102 Angelo Geneva 14456	781-2590	Joseph 586 White Springs Rd Geneva 14456	789-7909
C 14 Lafayette Av Geneva 14456	789-5393	Joseph Jr 586 White Springs Rd Geneva 14456	789-7909
Cheryl 102 Angelo St Geneva 14456	781-2590	Kenneth 273 Kashong Rd Geneva 14456	789-8571
Cherise R Jr 211 Kashong Rd Geneva 14456	789-1399	M 19 North St Geneva 14456	789-2008
Jessica 20 Sweeney Ave Geneva 14456	781-9165	Mark & Pamela 36 Highland Ave Geneva 14456	781-1866
PARMENTOR Inc 1800 State Route 14 Geneva 14456	781-0647	Robert J 159 Lycium St Geneva 14456	781-0284
PARROTT G 40 Park Pl Geneva 14456	789-1546	Tom 69 North Genesee Geneva 14456	789-0652
Grace 40 Park Pl Geneva 14456	789-1546	PERSONS Melissa 39 Cortland Geneva 14456	789-5625
John P Jr 437 S Main Geneva 14456	789-3207	Melissa 39 Cortland St 11 Geneva 14456	759-5625
PARSON Alantra 473 Hamilton St Apt 44 Geneva 14456	759-5238	PESAREK Stephen 3134 Johnson Rd Geneva 14456	789-2339
PARSONS Erika 63 Humbert Geneva 14456	789-1729	V V 160 N Kashong Pt Geneva 14456	789-0975
Gene M 448 Route 14 Penn Yan 14527	789-4563	Virginia 5231 North Kashong Pt Geneva 14456	789-0975
Raymond 295 Hamilton Geneva 14456	781-0386	PESTA Cindy 194 Border City Rd Geneva 14456	781-1782
PASHLEY Chris 110 Oak Geneva 14456	789-8064	K 194 Border City Rd Geneva 14456	789-3240
PASSOULA Louis J 135 Exchange Geneva 14456	789-5107	PETERMAN Melody 163 N Main St Geneva 14456	781-3204
PASSALACQUA Anna 78 Oak St Geneva 14456	759-5064	PETERS Michael 11 Orchard Park Dr Geneva 14456	789-5657
Anthony 214 N Genesee St Geneva 14456	789-2696	Michael G 11 Orchard Park Dr Geneva 14456	789-5657
Armand 150 Lycium Cir Geneva 14456	789-2031	Robert 338 William St Geneva 14456	789-9110
Bernard S Pre Emption Geneva 14456	789-2513	Robt L 338 William Manhattan	789-9110
Charles 53 Spring St Geneva 14456	789-6787	Sterling 2500 Edwards Rd Waterloo 13165	789-8959
Charles J 53 Spring Manhattan 10012	789-6787	Tim 2331 Route 14 Geneva 14456	789-4030
Gary 215 N Genesee St Geneva 14456	789-3045	PETERSEN Phyllis 68 Cherry St Apt Up Geneva 14456	759-5535
Ilse 622 Prece Rd Geneva 14456	789-3508	PETERSON David 5 Hillcrest Ave Geneva 14456	781-1614
Joseph 24 Vierpark Geneva 14456	789-3419	Mark 728 White Springs Dr Geneva 14456	789-6965
Kathleen 159 Oak Geneva 14456	781-7683	PETR-ALL Corp # 319 N Exchange Geneva 14456	789-9385
Lisa 451 Lenox Rd Geneva 14456	759-5006	PETRIZZI Danl J Prof 473 S Main Geneva 14456	789-6948
Ramona 208 N Genesee St Geneva 14456	789-2853	PETRONIO Art 256 Washington Geneva 14456	781-7203
Sam 325 N Genesee St Geneva 14456	789-7439	Elisabeth 256 Washington St Geneva 14456	781-7203
Thomas A 49 Bay Heights Cir Geneva 14456	789-6237	PETRUSINO Mary 221 N Genesee St Geneva 14456	789-1944
PASSAVANT Paul A 453 South Main Geneva 14456	789-8498	Paul 1 Parkway St Geneva 14456	781-2258
PASTA Only Cobblestone Restaurant 3610 Pre-Emption Rd Geneva 14456	789-1116	Paul & Marguerite 1 Parkway Geneva 14456	781-2258
PAT O'Brien & Sons 4806 Route 6 Geneva 14456	789-0882	Anthony 182 Putney St Geneva 14456	789-2942
Geneva 14456	789-0882	PETTIT A M 457 Castle Geneva 14456	781-2374
PATEL Rajnikant 22 Wadsworth Geneva 14456	789-2596	PETTRONE Mildred 463 Washington St Geneva 14456	789-0909
Rakeshohal 210 Washington St Apt 1 Geneva 14456	781-1835	Mildred 463 Washngtn Geneva 14456	789-5230
PATINO Frances 27 Folger St Geneva 14456	789-7628	PFEFFER Edward & Carol 440 W William Geneva 14456	789-6436
PATNESKY Contracting 1034 Waterloo Geneva Rd Waterloo 13165	Waterloo # 789-0101	PHELPS Service Center 1389 Route 14 Phelps 14532	789-2886
PATRICK Arthur G Welch Rd Geneva 14456	789-2330	PHELPS Sungas Inc 224 Cross Rd Geneva 14456	789-3285
Paul 27 Slosson Ln Geneva 14456	781-2328	PHILLIP Melissa 99 Middle Geneva 14456	789-6562
Ronald 28 Folger St Geneva 14456	781-2698	PHILLIPS A M Pre Emption Rd Geneva 14456	789-2207
William 2367 Welch Rd Geneva 14456	789-6011		
PATS Service Inc 2705 Sate Rt 14 Geneva 14456	781-7651		
PAT'S Taxi Service Inc 3325 Route 215 Candabagua 14424	Geneva 789-1811		
		PRINCIPIO Andrew & Marie 166 N Genesee Geneva 14456	781-0483
		Andy 166 N Genesee St Geneva 14456	781-0483
		Bonnie 30 Hallenbeck Ave Geneva 14456	789-5371
		Charlene 29 Rose St Geneva 14456	789-3011
		Joseph & Joann 51 Bennett St Apt 1 Geneva 14456	789-3539
		Lucy Miss 99 Lewis Geneva 14456	781-0222
		Maria 700 W North St Geneva 14456	781-1482
		Michelle 1842 Millard Rd Waterloo 13165	789-4989
		Richard 53 Middle Geneva 14456	789-4207
		Robert 23 John St Geneva 14456	759-5562
		William 383 Washington St Geneva 14456	781-7036
		PRINDLE Edgar 92 White Springs Ln Geneva 14456	759-5457
		Edgar 104 White Springs Ln Geneva 14456	789-4783
		PRINDLE Edgar D Dntst 774 Pre-Emption Rd Geneva 14456	789-8975
		PRINE Winifred 3670 County Road 6 Geneva 14456	781-0037
		PRINTING Center The 44 Linden Geneva 14456	789-2014
		PRIVATELY Yours By Oma 795 Route 5 And 20 Geneva 14456	781-2696
		PROFFITT Deborah 227 Lafayette Ave Geneva 14456	781-2577
		Stanley D 66 Bay Heights Cir Geneva 14456	789-1833
		PRONCI C 40 Evans St Geneva 14456	781-0251
		Carol 40 Evans Geneva 14456	781-0251
		Susan A 529 Exchange Geneva 14456	789-7100
		PRONTI'S Restaurant 89 Avenue E Geneva 14456	789-1629
		PROSPERO Equipment Corp 1902 Route 14 Geneva 14456	719-0480
		PROVIDENCE Housing 86 Castle Geneva 14456	719-0124
		PROVIDENTI Rosario 382 Washngtn Geneva 14456	789-1871
		PROZELLER Bradley Atty 9 Genesee Pk Geneva 14456	781-6311
		PRUETT John L 146 East North Geneva 14456	789-3751
		PRUNA Philip M 5010 W Lake Rd Geneva 14456	759-5548
		PRUTZMAN Mary 20 Glass Factory Bay Rd Geneva 14456	789-6978
		PUCHUCZ Steve 2546 Senven Rd Waterloo 13165	789-0024
		PUFNOCK Daniel Daniel & Elaine Geneva 14456	789-6801
		PUGH Demitius 46 N Exchange St Apt 1 Geneva 14456	759-5383
		PULLINI Susan 30 Jackson St Geneva 14456	789-3586
		PULLANO Frank 46 Bay Heights Cir Geneva 14456	759-6951
		J & K 4524 W Lake Rd Geneva 14456	789-2661
		Jeffery 4524 W Lake Rd Geneva 14456	789-2661
		Lisa 594 Barracks Rd Geneva 14456	781-7287
		Lisa & Joe 594 Barracks Rd Geneva 14456	781-7287
		Susan & Russell 14 Bay View Terr Geneva 14456	789-2852
		PULS Dale 2912 County Road 6 Geneva 14456	789-3028
		PULVER Dale 16 North St Geneva 14456	789-4661
		PURBECK Dudley 76 Snell Rd Geneva 14456	781-0932
		PUTMAN Melany 68 Bay Heights Cir Geneva 14456	781-2234
		PUTZMAN Samantha 102 Sheridan Pk Geneva 14456	789-4345
		QUAD Lola 3670 County Road 6 Geneva 14456	789-9865
		QUADE Robert H & Beryl 70 Bay Heights Cir Geneva 14456	789-8817
		QUALITY Care Carpet	789-4465
		QUARTARO Bianca 31 Avenue B Geneva 14456	781-2951
		Bianca & Scott 31 Avenue B Geneva 14456	781-2951
		Dominick & Angela 14 Delaney Dr Geneva 14456	789-3964
		Frank & Karen 45 Maple Geneva 14456	789-6313
		J 640 Castle St Geneva 14456	781-3220
		Joseph 640 Castle Geneva 14456	781-3220
		P 100 E North St Geneva 14456	789-9377
		QUEENER Frank R 119 N Main Geneva 14456	781-1473
		QUERCIA Paul I 155 N Main Geneva 14456	789-8864
		QUETHERA Louis Mrs 11 Humbert Geneva 14456	789-5740
		QUICK Pick Meat Mart 16 E North St Geneva 14456	789-1900
		QUIGLEY Amy & Troy 314 William Geneva 14456	789-9935
		Daniel 458 White Springs Rd Geneva 14456	789-7538
		QUIGLEY Electric 125 Hillcrest Av Geneva 14456	789-6960
		QUIGLEY Robt M 145 Garon Geneva 14456	789-4700
		William & Lori 125 Hillcrest Av Geneva 14456	789-1362
		QUILLEN Caroline 186 Exchange Geneva 14456	789-5874
		QUINN Robert J 2655 Fort Hill Rd Geneva 14456	789-5767
		QUINONES Luis 114 Lafayette Av Geneva 14456	789-5508

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?
_____ and _____
18. What is David Peterson's phone number? _____

Answer Key

1. chair
couch
dresser
lamp
refrigerator
stove
2. cereal
cheese
eggs
lettuce
milk
3. a. 878, 893
b. 376
c. 627, 663, i664
4. Find your favorite pie and write the page number.
5. 154
6. Choose a recipe from the page and write the page number.
7. pulpit
8. another name for a cougar
9. fresh-frigid
10. fresh-frigid
11. frostbite-fulcrum
12. frill-frost
13. frostbite-fulcrum
14. frill-frost
15. Palmisano-Quinones
16. third
17. PANZIK Service Center and PARADISO Bob
18. 781-1614