

# GENERAL STRATEGIES

## ALPHABETIZING

F



### INSTRUCTION SHEET

#### INSTRUCTIONS:

An activity to explain how alphabetising works, have students practise two sets of examples, and list where alphabetising is used.

#### REQUIRED STRUCTURES:

**REQUIRED VOCABULARY:** *information, alphabet, arrange, in order, spelling, alphabetical order, alphabetise*

**GROUP SIZE:** individual

**HANDOUTS:** Alphabetising worksheet

**OTHER MATERIALS REQUIRED:** none

**RELATED GRAMMAR:**

**FOLLOW-UP ACTIVITIES:**

Check students' suggestions of where information is arranged in alphabetical order

Discuss advantages and disadvantages of alphabetising (i.e. English's crazy spelling)

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WORK SHEET

### ALPHABETIZING

Information can be arranged in many ways. Sometimes we use the *alphabet* (A, B, C..) to arrange information in order, using the spelling at the beginning of words. This is called *alphabetical order*.

*example:*

Autoplan  
bus systems  
car insurance  
doctors  
employment programs  
family doctor

*put these words in alphabetical order:*

\_\_\_ Employment Standards Act  
\_\_\_ Human Resources Development Canada  
\_\_\_ AirCare  
\_\_\_ foodbank  
\_\_\_ Directory Assistance  
\_\_\_ Government Agency Office  
\_\_\_ Business Immigration Office

When the first letter of the words is the same, use the next letter(s) to alphabetize the words.

*example:*

daycare  
debit card  
deductions  
dentists  
deportation  
Dial-a-Law

*put these words in alphabetical order:*

\_\_\_ Mental Health Centres  
\_\_\_ minimum wage  
\_\_\_ Medical Services Plan  
\_\_\_ metric system  
\_\_\_ Ministry of Children and Families

**NAME TWO PLACES WHERE INFORMATION IS ARRANGED IN ALPHABETICAL ORDER:**

- \_\_\_\_\_
- \_\_\_\_\_