24 Alphabetize to the First and Second Letter

Language Objectives

- Alphabetize a series of words to the first or second letter.
- Use dictionary guide words to find words.

Building Literacy

Understanding alphabetical order is an important reading and study skill as well as a practical life skill.

- Understanding alphabetical order will help children improve spelling skills.
- Understanding alphabetical order will help children find and explore words in a dictionary or glossary.
- Understanding alphabetical order will help children locate books in a library or find names in a directory.

Focus on Language

These English words are used in this lesson. Consider using gestures or displaying pictures of each to make sure the English learners have these words in their vocabulary.

alphabetical order	top
first	page
second	guide words
letter	last
dictionary	

ENGLISH LANGUAGE LEARNERS

Non-native English speakers may need instruction on words for the positional concepts of first, second, last, and between. Provide them with hands-on activities by placing three objects in a line and helping children identify which object is first, second, and last, and which object is between two other objects. Use these positional words and ask children to rearrange the objects. (Example: Put the red crayon *between* the blue crayon and the yellow crayon.)

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show me

Lead children in reciting the alphabet or singing the alphabet song. Then write these words: *ant, bee, cat*. Circle the first letter of each word as you say its name. The first letters in these words are in the order of the letters in the alphabet. They are in alphabetical order.

Have children look at p. 93 in their Targeted Lessons Student Book and point to the number 1. Put your finger on the words as I read them: *bear, goat, pig*. Circle the first letter of each word. What letter did you circle in the first word, *bear*? (*b*) What letter did you circle in the second word, *goat*? (*g*) The letter *g* comes after *b* in the alphabet. What letter did you circle in the last word, *pig*? (*p*) Does *p* come before or after *g* in the alphabet? Yes, *p* comes after *g*. The letters *b, g,* and *p* are in the order of the alphabet. The words *bear, goat,* and *pig* are in alphabetical order.

Put your finger on the 2 and look at the words in this box. The first letter of each word is the same. Now look at the second letter of each word. Guide children to circle the second letter of each word and help them use the second letter of the words to see that the words are in alphabetical order. When words have the same first letter, you look at the second letter to put the words in alphabetical order.

24

Alphabetize to the First and Second Letter

show me

Circle the first letter in each word. If the first letters are the same, circle the second letter.

1. b e a r
   g o a t
   p i g

2. s e a l
   s h e e p
   s n a k e

Circle the word you would find on a dictionary page with these guide words.

3. **cat – farm**	bird	dog
4. **fish – frog**	fast	fox

PHONOLOGICAL AND PRINT AWARENESS 93

Display a dictionary, if available. A dictionary is a book or an electronic source that tells the meanings of words. In a dictionary, the words are in alphabetical order. Turn to several pages and show how words are in alphabetical order. At the top of each page in a dictionary there are two words called guide words. Point to the guide words in a dictionary. The first guide word tells the first word on the page. The second guide word tells the last word on the page. All the other words on the page are in alphabetical order between the two guide words.

Now find the 3. Touch the words next to the 3 as I read them: *cat, farm.* Let's imagine these two words are guide words on a dictionary page. These guide words tell us that the first word on that dictionary page is *cat* and the last word on the page is *farm*. All the words on that page will come between *cat* and *farm* in alphabetical order. Now put your finger on the word *bird*. What is the first letter of this word? (*b*) Would you find this word on a dictionary page with the guide words *cat* and *farm*? Why not? Help children understand why the word *bird* does not come between *cat* and *fox* in alphabetical order. Put your finger on the word *dog*. Would you find this word on a dictionary page with the guide words *cat* and *farm*? That's right, *dog* comes between *cat* and *farm* in alphabetical order. If necessary, explain that *dog* comes between *cat* and *farm* in alphabetical order because *d* comes between *c* and *f*. Circle the word *dog*.

Discuss item 4 in the same way. Since the first letters of both words are the same, we need to look at the second letters. All the words on this dictionary page will come between *fi* and *fr*. Look at the word *fast*. What is the first letter of this word? (*f*) What is the second letter? (*a*) Will you find this word on a dictionary page with the guide words *fish* and *frog*? Why not? (The second letter, *a*, comes before the letter *i*.) Put your finger on the word *fox*. Will you find this word on a dictionary page with the guide words *fish* and *frog*? Why? (The letters *fo* in *fox* come between the letters *fi* and *fr*.)

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24 Alphabetize to the First and Second Letter

guide me

Alphabetize to the First and Second Letter Have children look at the top of p. 94 from the Targeted Lessons Student Book and point to the 5. Look at the list of words. Are these words in alphabetical order? How do you know? (The first letters are not in the order of the alphabet.) Circle the first letter of each word. Which letter comes first in the alphabet? (*b*) Write the word that starts with *b* on the first line. Which letter comes next in the alphabet? (*c*) Write the word that starts with *c* on the next line. What is the first letter of the word that's left? (*r*) Does *r* come after *b* and *c*? Write the word on the last line. Now look at the words you wrote. Are they in alphabetical order? How do you know? (The first letters are in the order of the alphabet.)

Point to the 6 and look at the words. Look at the first letter of each word. What do you notice? (The first letter of each word is *s*.) How can you put these words in alphabetical order? (Look at the second letter in each word.) Circle the second letter of each word. Which letter comes first in the alphabet? (*a*) Write the word that starts with *sa* on the first line. What word will you write next? Guide children to recognize that *sea* comes next because *se* comes after *sa*. Guide children to complete the list with *sun* because *su* comes after *se*.

work time

Have children find the 7. There are three words in this list. Look at them carefully. Which word comes first in alphabetical order? Write it on the first line. Which word comes next? Write it on the next line. Which word comes last? Write it on the last line. Check to see that children have written the words in alphabetical order: *jump, play, run.* Direct them to continue similarly with 8. Write this set of words in alphabetical order. Remember, if the first letters are the same, look at the second letter. Check children as they work independently and offer assistance as needed.

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guide me

Write the words in alphabetical order. Look at the first or second letter.

5. read book
   book chair
   chair read

6. sun sail
   sail sea
   sea sun

work time

Write each group of words in alphabetical order.

7. play jump
   jump play
   run run

8. sport skate
   swim sport
   skate swim

94 PHONOLOGICAL AND PRINT AWARENESS

TEACHING STRATEGIES

If children have difficulty alphabetizing words, provide practice alphabetizing letters first. Prepare a set of letter cards with one card for each letter of the alphabet. Place the cards out of order and ask children to put them in the correct order. If they have difficulty, help them sing the alphabet song as they work. Once children are comfortable with the letters of the alphabet, provide three word cards at a time and help them arrange the cards in alphabetical order. Start with words beginning with consecutive letters of the alphabet, and then move to non-consecutive letters. Provide a lot of practice with alphabetizing to the first letter before moving on to alphabetizing to the second letter.

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guide me

Use a Dictionary to Find Words Have children look at p. 95 from the Targeted Lessons Student Book. Remind children that words in a dictionary are arranged in alphabetical order and that guide words show what words are found on that page. Then call children's attention to the box at the top of p. 95 and tell them it is the top of a page from a dictionary. Point to the guide words while I read them: *nap, night*. What is the first word on the dictionary page? (*nap*) What is the last word on the page? (*night*) What can you tell about the words that will be on this page? That's right, the words will come between *nap* and *night* in alphabetical order.

Find the 9 and point to the guide words, *nap* and *night*. Now point to the other words in the row as I read them: *off, nest*. Point to the first word, *off*. Would this word be on a page with the guide words *nap* and *night*? Why not? (The word *off* does not come between *nap* and *night* in alphabetical order; *off* comes after *night*.) Point to the next word, *nest*. Would this word be on a page with the guide words *nap* and *night*? How do you know? That's right, the *e* in *nest* comes between *a* in *nap* and *i* in *night* in alphabetical order. Draw a circle around the word *nest*. Continue with 10–13. Guide children to look at the guide words in each row and then find and circle the word they would find on the dictionary page with those guide words.

Alphabetize to the First and Second Letter 24

guide me

nap – night

nap (nap) a short sleep:
The cat is taking a nap.

Look at each pair of guide words. Circle the word you would find on a dictionary page with those guide words.

9.	**nap – night**	off	nest
10.	**paint – pie**	press	pet
11.	**web – work**	wish	wag
12.	**block – bus**	egg	boat
13.	**fish – fork**	flag	fan

PHONOLOGICAL AND PRINT AWARENESS 95

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work time

Have children look at p. 96 from the Targeted Lessons Student Book. Call their attention to the word box at the top of the page and explain that they will choose words from this box to complete the page. Read aloud the words and have children repeat. Then have children point to the 14. These two words are guide words found at the top of a dictionary page. Point to the guide words as I read them: *glad, grade*. Look at the words in the word box. Which word would you find on a dictionary page with those guide words? Write the word on the line next to the guide words.

To complete the remainder of the page, tell children to look at the guide words in each row, choose a word from the box that they would find on a dictionary page with those guide words, and write the word on the line.

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work time

Look at each pair of guide words. Write the word from the box you would find on a dictionary page with those guide words.

ring	zip	coat	good	small	mitt

14. **glad – grade** good
15. **real – rock** ring
16. **clock – cube** coat
17. **men – mouse** mitt
18. **shark – soak** small
19. **zebra – zoo** zip

96 PHONOLOGICAL AND PRINT AWARENESS

check for understanding

Let's see what you learned about alphabetizing words. I'm going to write some words on the board. Then you'll tell me how to write them in alphabetical order. Write the following words on the board:

yellow
red
blue

Have children direct you to rearrange the words and write them in alphabetical order. Encourage children to explain why *blue* is first, *red* is second, and *yellow* is last. Repeat with other groups of words: *hand/foot/arm, fold/fly/fast, train/two/time.*

Write two guide words on the board: **next – noon.** Write two other words, such as *nine* and *nut*. Ask children to tell which of the two words would be on that dictionary page. Repeat with other guide words and pairs of words, such as ***gas – gum*** (*hat, girl*) and ***lap – little*** (*leg, luck*).

reflect

Have children turn and talk to a partner about what they have learned. What did you learn about alphabetizing to the first and second letters? What did you learn about finding words in a dictionary?

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show me

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2. s e a l
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3. **cat – farm** | bird | dog

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guide me

Write the words in alphabetical order.
Look at the first or second letter.

5. read _____
   book _____
   chair _____

6. sun _____
   sail _____
   sea _____

work time

Write each group of words in alphabetical order.

7. play _____
   jump _____
   run _____

8. sport _____
   swim _____
   skate _____

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guide me

nap – night

nap (nap) a short sleep:
The cat is taking a nap.

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Look at each pair of guide words. Circle the word you would find on a dictionary page with those guide words.

9.	**nap – night**	off	nest
10.	**paint – pie**	press	pet
11.	**web – work**	wish	wag
12.	**block – bus**	egg	boat
13.	**fish – fork**	flag	fan

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19. **zebra – zoo** _____

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