



Using a dictionary

Alphabetical order and meaning

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Date: 28/4/08

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Using a dictionary

Using a dictionary

A dictionary helps you find the meaning of words.

The words are listed in **alphabetical order**.

What is alphabetical order?

- The words come in the order they appear in the alphabet.

For example:

Apples, baking, crumble, energy, fibre, microwave and vegetarian.

So, words beginning with **A** will appear before words beginning with **B**.

Exercise 1

Put these words in alphabetical order.

Write the answers in the column called "correct order".

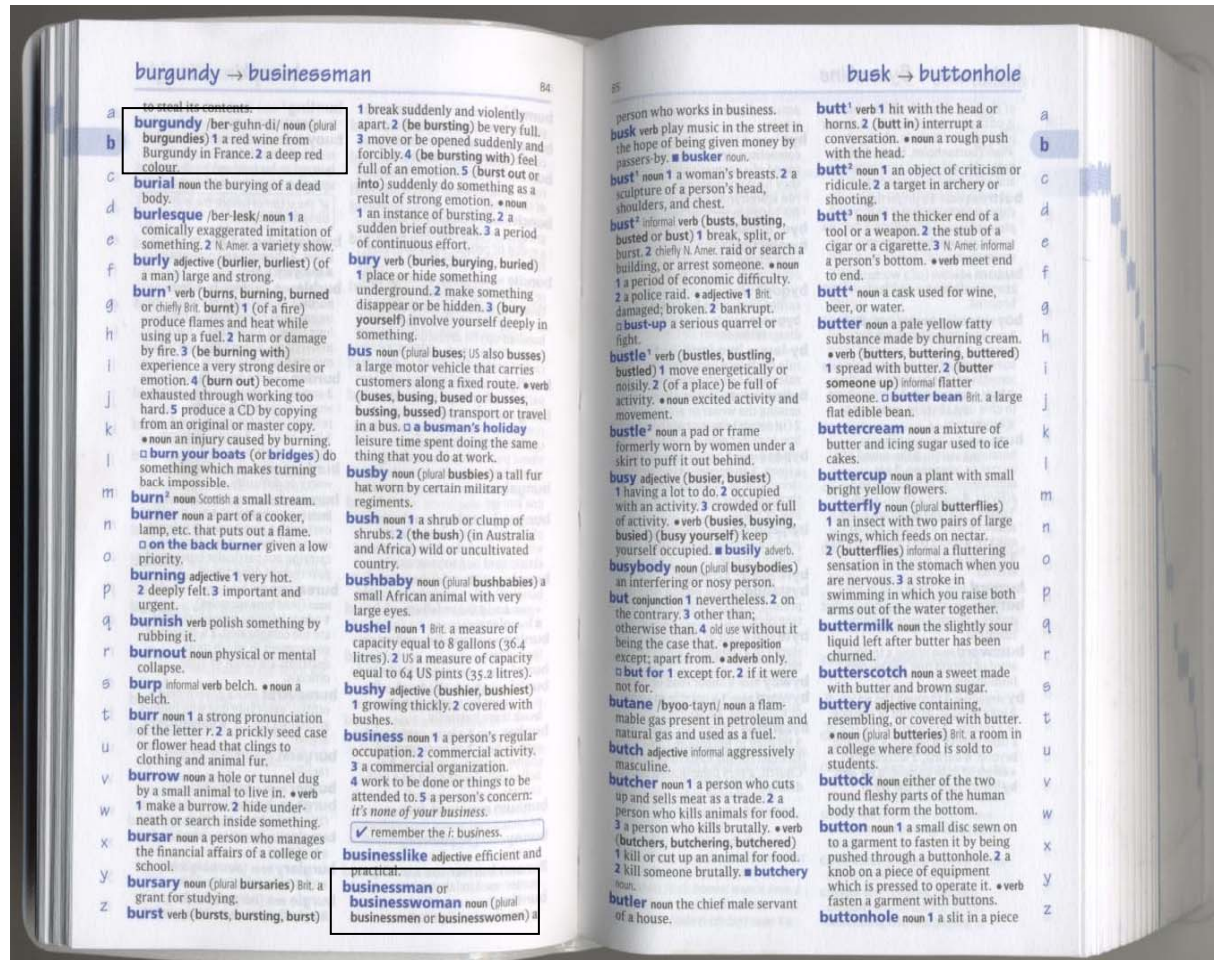
words	Correct order
hospitality	
report	
sector	
investigation	
questions	
produce	
local	
letter	
writing	
professional	

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Did you notice that some of the words began with the same letter?

How do you put these words into alphabetical order?

Look at the pages in the dictionary below.



Both burgundy and businessman start with b.

So you have to look at the next letter-u.

This does not help either as they are still the same.

You must look at the next letter for each word- r and s.

Now you must decide what letter comes first in the alphabet; in this case it

is r.

If you have to put these words in alphabetical order,

burgundy would come before businessman.

Using a dictionary

You have learned that the dictionary lists words in alphabetical order.

The dictionary also tells you the meaning of a word.

Some words have more than one meaning.

Look at the page from the dictionary below and decide which meaning of report best fits this sentence.

I have to complete a report on local hospitality provision.

Write out the meaning that you choose.



Using a dictionary

Exercise 2

Use the dictionary and find the meaning of the following words.

Remember, the words will be in the dictionary in alphabetical order.

course, complete, investigation, plan, project, evidence,
Include, methods, gathered, introduction, evaluation, problems.

Use the meaning that fits the words as they are used in the text below.

As part of the course, we have to complete an investigation into local hospitality.

We should begin this project by having a plan of work that should include details of the organisation chosen, reasons for choosing it and any previous knowledge of the establishment.

The report should also include methods of investigation such as letters, questionnaires, menus, maps, photographs and reviews. When all the evidence has been gathered, a report should be written.

This should include an introduction, an evaluation that should describe the process, and a conclusion where you can describe any problems met, how you overcame them, what you have learned from the process (such as skills for work, confidence building, etc).

Please ask your tutor if you are unsure of using a dictionary or would like some more exercises to practise.