

Using Reference Materials

Reference materials are resources that provide facts or information about a topic. People use reference materials to look up simple facts or definitions, or to find more complex data. Reference materials can be a single page, several volumes, or even longer!



Directions: Read about the different types of reference materials and how they are organized. Then follow the prompts to answer the questions.

Types of Reference Materials

Here are a few common reference materials:



A **dictionary** tells the meaning(s), part of speech, origin, and the pronunciation of words.



An **encyclopedia** is a resource that includes several volumes of information on various topics.



A **thesaurus** will help you find other words to communicate your message.



The **internet** is a resource that offers past and current information on a wide range of topics.

Reference Materials: **Alphabetizing**

Alphabetical order is a common way to organize words and resources. Dictionaries, encyclopedias, and libraries all use alphabetical order so that people can easily find the word, entry, or book they are looking for.

How to Alphabetize

Alphabetize by the first letter in the word. **Example:** dinosaur, gigantic, vegetable

If the first letters are the same, use the second letters. **Example:** dinosaur, dog

If the second letters are the same, use the third, and so on. **Example:** dinosaur, disregard



Tips!

1. Be cautious of what you read. Check a few different sources for accuracy.
2. Plagiarism, or copying the writing of others, is illegal. Use your own words and tell where you got the information.

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Part 1. Rewrite each list so the words are in alphabetical order.

List 1:

remorse _____
remark _____
wither _____
wilt _____
realm _____
remain _____

List 2:

gorge _____
wade _____
gallop _____
golden _____
waddle _____
warden _____

List 3:

fume _____
fumble _____
function _____
fruitful _____
feature _____
freight _____

Part 2. Which resource would you use? Answer the following questions.

1. Where would you look up another word for **abbreviate**? _____
2. Where would you look up today's weather? _____
3. Where would you find the definition of the word **terrain**? _____
4. Where might you find more information about Egypt? _____
5. Where can you find the original meaning of **curfew**? _____
6. Where could you find a synonym for the word **natural**? _____

