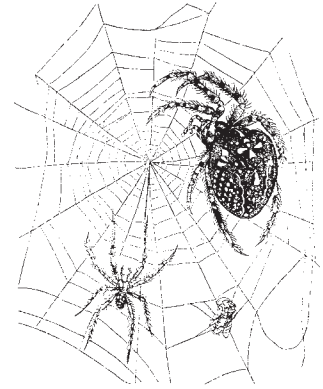


## DICTIONARY SKILLS: DEFINING WORDS

- ▶ A dictionary entry tells you how to spell a word. It also tells how a word is pronounced and what it means. It gives the word's part of speech. Often, the entry will give an example of how to use a word. This can help you understand the definition.



- A. Study the following dictionary entries. The definitions will help you complete each sentence below. Circle the correct word in each sentence.

**envelop** (ĕn vĕl'əp) *v.* to cover on all sides; wrap up or wrap in [The fog seemed to *envelop* the fishing boat.]

**envelope** (ĕn'və lōp or ɔn'və lōp) *n.* **1.** a folded paper cover in which letters are sealed for mailing [Put the postage stamp on the front of the *envelope*.] **2.** any wrapper or covering [There is a picture of the vegetable on the seed *envelope*.]

1. The spider ( *envelops* / *envelopes* ) its victim in its web.
2. The secretary addressed 300 ( *envelops* / *envelopes* ) in one day.
3. The jewelry maker put each ring in a sealed ( *envelop* / *envelope* ).
4. The huge coat seems to ( *envelop* / *envelope* ) your whole body.

- B. Circle the correct word in each sentence. Use a dictionary to help you with word meaning.

1. Lansing is the state ( *capital* / *capitol* ) of Michigan.
2. The airplanes were safely parked inside the ( *hanger* / *hangar* ).
3. His big smile and happy ( *manner* / *manor* ) won him lots of friends.
4. The judge ( *waived* / *waved* ) all charges and set the suspect free.

- C. Write an original sentence for each word you **DID NOT** circle in *Part B*. Write your sentences on the back of this sheet.

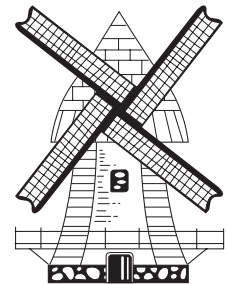
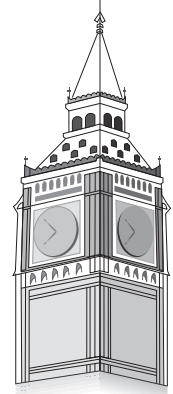
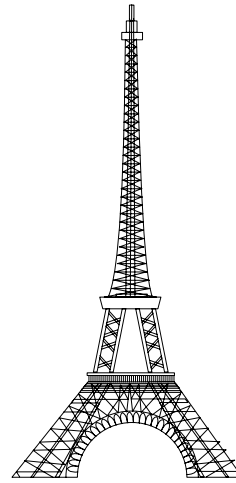
## DICTIONARY SKILLS: WORD HISTORIES

- Dictionaries show the background and development of some entry words. These special notes are called word histories or *etymologies*. Notice that the sample entry below shows the word history in brackets.

**pony** (pō' nē) *n.* [L. *pullus* young animal] **1.** a small horse **2.** [Slang] a horse at the race track **3.** something smaller than standard. *pl.* ponies

- A. Write a letter to match each abbreviation on the left with a language on the right.

- |                 |                   |
|-----------------|-------------------|
| 1. ___ L        | a. Old English    |
| 2. ___ Celt     | b. German         |
| 3. ___ Du       | c. Spanish        |
| 4. ___ Fr       | d. French         |
| 5. ___ Ger      | e. Latin          |
| 6. ___ Gk       | f. Dutch          |
| 7. ___ OE       | g. Greek          |
| 8. ___ ME       | h. Celtic         |
| 9. ___ Sp, Span | i. Middle English |



- B. Read the words in the box below. Write each word on the line beside its historical origin.

bouffant	harmony	haul
----------	---------	------

1. \_\_\_\_\_ from the French word *bouffer*, meaning *to puff*
2. \_\_\_\_\_ from the Middle English word *halen*, meaning *to pull*
3. \_\_\_\_\_ from the Greek word *harmos*, meaning *joint*

- C. Look up these words in a dictionary: (1) margin, (2) ocean, (3) enthusiasm, (4) cripple, and (5) spider. On the back of this sheet, write the historical origin of each word. Then use each word in a sentence.

## DICTIONARY SKILLS PRACTICE

- Read the dictionary entries for these terms from the world of weather forecasting.

**anemometer** (ăn ə mŏm' ĭ tər) *n.* a device for measuring the speed of wind

**cumulus** (kyŏŏm' yə ləs) *n.* a kind of cloud in which round, white, puffy masses are piled up on each other

**humidity** (hyŏŏ mid' ĭ tē) *n.* the amount or degree of moisture in the air

**hygrometer** (hĭ grŏm' ĭ tər) *n.* an instrument for measuring the amount of moisture in the air

**meteorologist** (mē tē ə rŏl' ə jŭst) *n.* a person who works in weather forecasting

**precipitation** (pri sĭp ĭ tā' shən) *n.*  
**1.** the act of bringing on suddenly [the *precipitation* of a problem] **2.** rain, snow, sleet, etc. **3.** the amount of rain, snow, etc. that falls

- A. Circle a word to complete each sentence. Use information from the definitions above to help you choose the correct word.

1. The ( hygrometer / meteorologist ) predicted rising temperatures.
2. High ( cumulus / humidity ) made the air feel heavy and damp.
3. The ( cumulus / humidity ) clouds looked like cotton balls in the summer sky.
4. By evening, the ( anemometer / precipitation ) had changed from rain to snow.
5. At the storm's peak the ( anemometer / hygrometer ) measured wind speeds of 45 miles per hour.
6. I was damp and sweaty and did not need a ( anemometer / hygrometer ) to tell me that the air was moist.

- B. Use a dictionary to look up these words from the drama world:  
 (1) aside, (2) encore, (3) soliloquy,  
 (4) stand-in, (5) thespian.

Write your own definition of each word on the back of this sheet. Then use each word in a sentence.



**REFERENCE: THE ENCYCLOPEDIA**

▶ The *encyclopedia* is a good source of summarized information. Most general encyclopedias are divided into volumes. Each volume contains alphabetized entries on almost any subject.

A. Look at the drawing of encyclopedia volumes. Which volume would you use to answer each question below? Write the volume number on the line after the question. The first one has been done for you.

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
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

- |  | <b>VOLUME #</b> |
|--|-----------------|
| 1. Where was Thomas Jefferson born?                      | 9<br>_____      |
| 2. What does a bat eat?                                  | _____           |
| 3. Which countries produce the most coffee?              | _____           |
| 4. What sights could you expect to see in Yosemite Park? | _____           |
| 5. Where do yaks live?                                   | _____           |
| 6. Who led the women's suffrage movement?                | _____           |

B. Look up *women's suffrage* in a general encyclopedia. At the end of the entry you are likely to find a list of *cross references*. These are related topics that can give you more information on the subject. Write some cross references for women's suffrage on the lines below.

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C. The encyclopedias listed below contain information on only one field. Draw lines to match each question with the *specialized encyclopedia* you would consult to find the answer.

- |   |                                      |
|---|--------------------------------------|
| 1. Name a short story by Edgar Allan Poe.       | a. <i>Encyclopedia of Careers</i>    |
| 2. What team won the 1994 World Series?         | b. <i>Encyclopedia of Literature</i> |
| 3. What education does a dental assistant need? | c. <i>Encyclopedia of Sports</i>     |

## REFERENCE: THE ATLAS

- Are you looking for geographical information? An *atlas* can probably help you. The table of contents lists all the maps, charts, and tables and their page numbers. The index lists specific place names and page numbers. Many indexes list guide letters and numbers to help you locate places on a map.



- A. There are different kinds of atlases. Draw lines to match each question with the atlas you would use to find the answer.

- |   |                                   |
|---|-----------------------------------|
| 1. What is the highest mountain peak on each continent?           | a. <i>Atlas of World Wildlife</i> |
| 2. What highway runs east-west across the northern United States? | b. <i>World Atlas</i>             |
| 3. Where are koala bears found?                                   | c. <i>Road and Travel Atlas</i>   |

- B. Answer the questions below. Use a *World Atlas* for some of the information.

1. In what city or town were you born? \_\_\_\_\_
2. Find that place in the index of a *World Atlas*. Copy the index entry.  
\_\_\_\_\_
3. Turn to the page listed in the index. Study the map. Use guide letters and numbers to help you locate your place of birth.  
In what country is it? \_\_\_\_\_
4. In what state or province is it? \_\_\_\_\_
5. What is the name of a nearby city? \_\_\_\_\_
6. What is the closest body of water? (For example, name a river, lake, ocean, or gulf.) \_\_\_\_\_

- C. Look through any atlas. In addition to maps, list some types of information it contains. Write on the back of this sheet.

## REFERENCE: THE THESAURUS

Are you tired of using the same words again and again? Are you looking for new words to perk up your essays and reports? You need *synonyms*—words with nearly the same meaning. A *thesaurus* can help you find them! A thesaurus is a dictionary of synonyms.

A. Replace each word in parentheses with a synonym from the box. Write the new word on the line. If you need help, turn to a thesaurus and look up the word in parentheses.

amiable    commencement    duplicate    interrogated    tempestuous

1. She tried to **(copy)** \_\_\_\_\_ the singer's style.
2. The **(stormy)** \_\_\_\_\_ sea tossed the little boat.
3. The **(good-natured)** \_\_\_\_\_ host welcomed his guests.
4. An all-night party followed the **(graduation)** \_\_\_\_\_ ceremony.
5. The police officer carefully **(questioned)** \_\_\_\_\_ each suspect.



B. Read the story below. Write a synonym on the line after each word in parentheses. Use a thesaurus for help.

I'll never forget the moment I first saw her.

A **(steady)** \_\_\_\_\_ **(rain)** \_\_\_\_\_ was falling. It was a dark, **(gloomy)** \_\_\_\_\_ evening. I turned a corner, and there she was—a lovely stranger! Her coat was **(wet)** \_\_\_\_\_. She looked **(cold)** \_\_\_\_\_ and **(lonely)** \_\_\_\_\_. I held out my hand.

“Come home with me,” I **(said)** \_\_\_\_\_.

She barked. It was clear that she was **(happy)** \_\_\_\_\_ to have a new **(friend)** \_\_\_\_\_.

## REFERENCE: PERIODICAL INDEXES

▶ *Periodical indexes* can help you find magazine articles on a given topic or by a specific author. Most libraries provide the *Readers' Guide to Periodical Literature* in bound volumes. Most libraries also offer an *electronic magazine index*. To use this you need a computer and a CD-ROM or the Internet. An entry in the *Readers' Guide* or in an electronic magazine index is called a *citation*.

A. Use information from the sample citation to answer the questions below.

### **OIL spills**

Tragedy in Alaska Waters. Douglas B. Lee. il. Natl Geog, 176: 260-263 Ag 1989

1. What is the subject heading? \_\_\_\_\_
2. What is the name of the article? \_\_\_\_\_
3. What is the author's name? \_\_\_\_\_
4. In what magazine does the article appear? \_\_\_\_\_
5. Does the article have illustrations (pictures)? \_\_\_\_\_
6. What is the volume number? \_\_\_\_\_
7. On which pages is the article? \_\_\_\_\_
8. What is the date of publication? \_\_\_\_\_

B. Did you notice that the citation above includes several abbreviations? You probably know what many of them mean. If you do not, you can check the abbreviation list at the beginning of any periodical index.

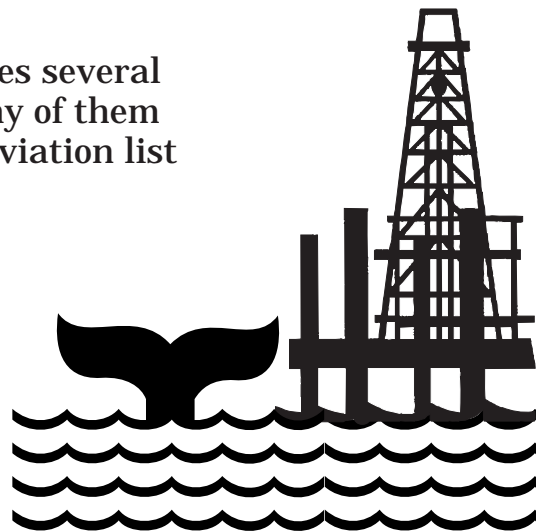
On the back of this sheet, tell what the following abbreviations stand for.

### **MONTHS:**

- |       |       |      |
|-------|-------|------|
| 1. Jl | 3. Mr | 5. O |
| 2. Ag | 4. Ju | 6. D |

### **MAGAZINE TITLES:**

- |                 |                 |                   |
|-----------------|-----------------|-------------------|
| 1. Sports Illus | 3. Sat Eve Post | 5. Bet Hom & Gard |
| 2. Pop Electr   | 4. Read Digest  | 6. Bus W          |



## REFERENCE: ALMANACS AND YEARBOOKS

Published once a year, *almanacs* and *yearbooks* are handy sources of information. They contain annual facts and statistics about government, sports, economics, population, weather, and many other topics.

A. The list on the left names topics you could find in a yearbook or an almanac. Circle the words where you find them hidden in the puzzle. They may go up, down, across, or diagonally. Check off each word as you find it.

- |                |               |
|----------------|---------------|
| ___ INVENTIONS | ___ SPORTS    |
| ___ CENSUS     | ___ LAWS      |
| ___ WEATHER    | ___ BIOGRAPHY |
| ___ MAPS       | ___ ELECTIONS |
| ___ ECONOMY    | ___ COUNTRIES |
| ___ STATES     | ___ RELIGION  |
| ___ GRAPHS     | ___ CHARTS    |
| ___ GOVERNMENT |               |



B. Use an almanac or yearbook (for example, the *World Almanac and Book of Facts* or the *Information Please Almanac*) to look up the following facts. Write the information you find on the back of this sheet.

1. the normal, annual inches of precipitation in your region
2. the population of Boston, Massachusetts
3. the top five U.S. daily newspapers
4. the average price of a home in San Diego, California
5. the name of the horse that won the 1990 Kentucky Derby
6. the life expectancy of a female in Cuba
7. how long a student must attend school in the Netherlands





## REFERENCE: DICTIONARY OF FAMOUS QUOTATIONS

► An appropriate quotation can make a point and add interest to an essay. For example, an essay about slavery might quote President Abraham Lincoln: “In giving freedom to the slave, we assure freedom to the free. . . .”



Study the sample entry from a dictionary of quotations:

WRITER
INDICATES NEW LINE
SOURCE

William Shakespeare

Good-night, good-night! parting is such sweet sorrow / That I shall say goodnight till it be morrow. [Romeo and Juliet, Act II, scene ii]

A. Most entries are grouped under the speaker’s or writer’s name. The names are arranged alphabetically. Read each quote below. Using the code in the box, match numbers to letters and spell out the name of the speaker or writer.

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
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26

1. “There never was a good war or a bad peace.”

\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
 2    5    14    10    1    13    9    14                      6    18    1    14    11    12    9    14

2. “When you have nothing to say, say nothing.”

\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
 3    8    1    18    12    5    19                      3    15    12    20    15    14

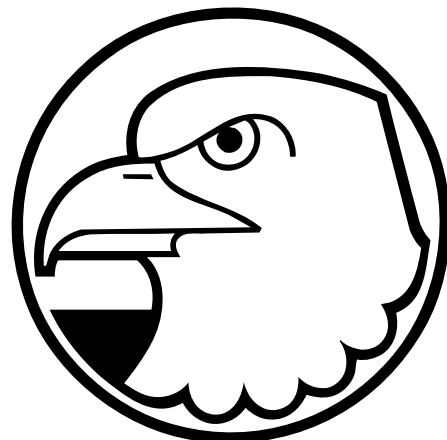
3. “Beware of all enterprises that require new clothes.”

\_\_\_\_\_    .    \_\_\_\_\_    .    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
 8                      4                      20    8    15    18    5    1    21

B. The index also lists quotes by **subject**. For example, the key word *love* appears in most indexes. Use a dictionary of quotations to find a quote that you like on each of the following subjects: (1) *love*, (2) *money*, (3) *peace*, (4) *friendship*, and (5) *dogs*. Copy the quotes on the back of this sheet. Include the names of the writers or speakers.

# A REFERENCE REVIEW

A. Which reference source would you use to answer each question? To solve the crossword puzzle, match each clue with a reference source from the box.



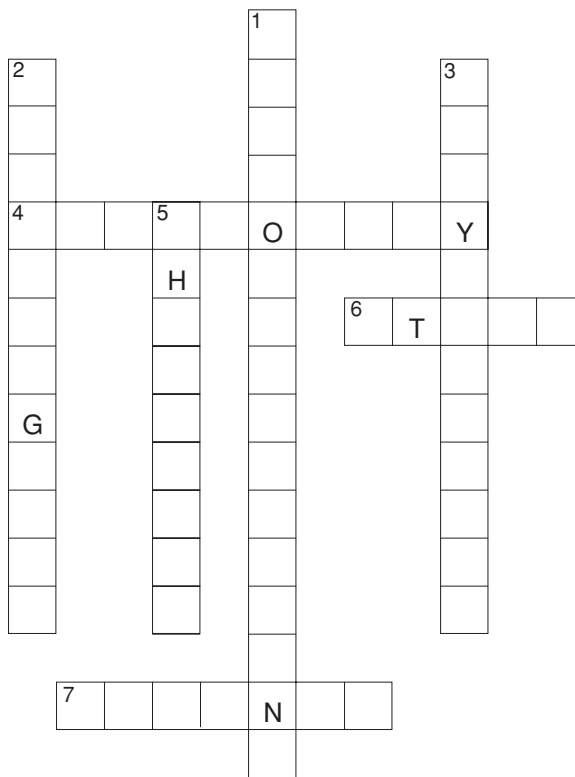
REFERENCE SOURCES		
dictionary	encyclopedia	atlas
thesaurus	book of quotations	
<i>Readers' Guide</i>	almanac	

**ACROSS**

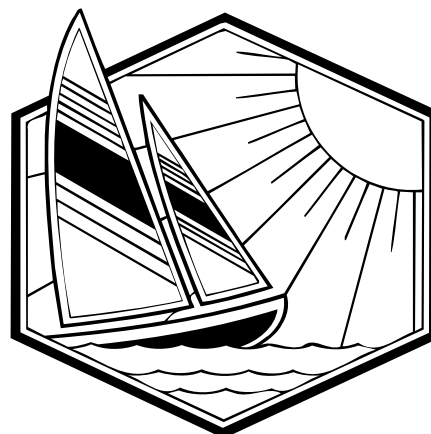
4. From what language do we get the word *menu*?
6. What river divides the states of Washington and Oregon?
7. What was America's favorite TV program last year?

**DOWN**

1. Who said these lines: "Why fear death? It is the most beautiful adventure in life."
2. In which magazines could you find articles on wind surfing?
3. Describe the nesting habits of the bald eagle.
5. What are two synonyms for *sailor*?



B. On the back of this sheet, answer any **three** questions from *Part A*. Use reference books to find the answers.



## THE BIBLIOGRAPHY

▶ A *bibliography* is an alphabetized list of reference sources. You will often find a bibliography at the end of a textbook or nonfiction book. It will list works that the author used in writing the book. At times, you may be asked to include a bibliography with a report or term paper.

A. Carefully read the following bibliography. Then write **T** or **F** to show whether each statement below is **true** or **false**.



Anderson, Preston G. *Quack Attack: The Story of Duck Migrations*. New York: Sportsmen's Press, 1998.

"Ducks," *Encyclopedia of Wildlife*. Vol. 4, Colorado: Rocky Mountain Press, 2003, p. 391.

French, Anna P. "Flight of the Mallard." *Waterfowl Weekly*. June 2006, Vol. 21, p. 18.

1. \_\_\_ A listing for a book begins with the author's last name.
2. \_\_\_ An encyclopedia listing begins with the topic.
3. \_\_\_ Listings appear in alphabetical order.
4. \_\_\_ Bibliography listings for books, encyclopedias, and magazines all follow exactly the same format.
5. \_\_\_ A listing tells how many pages are in a book.
6. \_\_\_ A listing tells the year that the work was published.
7. \_\_\_ Sportsmen's Press is located in New York.
8. \_\_\_ The author's name is enclosed in quotation marks.
9. \_\_\_ The title of a book is written in all capital letters.
10. \_\_\_ *Waterfowl Weekly* is the name of a magazine article.

B. Locate a bibliography in a textbook or other nonfiction book. Copy three listings on the back of this sheet. Be sure to correctly copy all punctuation and capitalization.