

## **Introducing Encyclopedias Part 2 of 2**

<i>Skills category</i>	Locating, identifying and using the encyclopedia
<i>Grade levels</i>	3rd
<i>Time required</i>	15 minutes
<i>Objectives</i>	Students will become familiar with locating the volume needed to find people by last names. Students will have experience locating correct volumes to locate general topics.
<i>Materials needed</i>	Set of encyclopedias to display Copies of handouts prepared for Part 1.
<i>Preparation</i>	Locate a set of encyclopedias. Locate handouts.
<i>Procedure</i>	<p>“Today we are going to talk about encyclopedias and how various subjects may be found. We will be looking at a set of encyclopedias similar to ours.</p> <p>(Distribute the handouts.)</p> <p>“Look at the side of the handout that says #1. This is a picture of a set of encyclopedias that covers many subjects.</p> <p>“Generally speaking, people are listed in encyclopedias by their last names.</p> <p>“In which volume would you look for an article about: George W. Bush? (Volume 2, B) Davy Crockett? (Volume 4, Ci-Cz) Sandra Day O’Connor? (Volume 14, N-O) Johnny Appleseed? (Volume 1, A) -- John Chapman had his name legally changed, thus he is found under ‘Appleseed.’</p> <p>“Kings and queens are entered in an encyclopedia differently. They are found by looking up the first names. Members of a Royal Family <i>do not</i> have last names. To find an article about Queen Elizabeth, look in Volume 6, E.</p> <p>In which volume would you look for an article about:</p>

King Henry VIII? (Volume 9, H)  
Queen Victoria? ( Volume 20, U-V)

“You have learned how to find kings, queens, and other people in an encyclopedia. For most other subjects you should look under the *first* word. For example, if you want to find *sand dune*, look in Volume 17, S-Sn.

“In which volume would you look for:  
The Statue of Liberty? (Volume 18, So-Sz)  
Tropical rain forest? (Volume 19, T)  
Dude ranch? (Volume 5, D)

“Now each of you get a partner sitting by you and give them a topic to find the volume. Correct and agree on the answers. Take as many turns as you can before I say ‘Time.’

“Good work.  
Encyclopedias can be great reference books for information or for writing reports.”

Collect the handouts