

Introducing Encyclopedias Part 1 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 be able to identify various types of encyclopedias and become familiar with their arrangement.
<i>Materials needed</i>	Set of encyclopedias to display Copies of handouts 1&2 (included) for each student.
<i>Preparation</i>	Locate a set of encyclopedias. Prepare a classroom set of handouts, printed back-to-back and laminated for continued use.
<i>Procedure</i>	<p>“Today we are going to talk about encyclopedias.</p> <p>“Encyclopedias are reference books. That means they are written to be ‘referred’ to---they are not designed to be read from cover to cover. They are usually arranged in alphabetical order.</p> <p>“Basically, there are two kinds of encyclopedias. First, there’s the kind that give you information on many different subjects---science, history, religion, etc. Some examples of this type would be <i>World Book Encyclopedia</i>, <i>Compton’s Encyclopedia</i>, and <i>Britannica Junior</i>. If your subject is a noun (a name of a person, place, thing or event) you will probably find it in an encyclopedia.</p> <p>“Second, there’s the kind that gives information about a single subject, or field of knowledge. That means the encyclopedia covers only one subject such as sports, authors, etc. Some examples would be <i>The Encyclopedia of Dogs</i>, <i>the Encyclopedia of American Music</i>, and <i>the Encyclopedia of Science</i>.</p> <p>“An encyclopedia can be one book (or volume) or a set of books. A volume is one of the books in a set. The word <i>volume</i> also means a single book complete in itself.</p> <p>“<i>The Baseball Encyclopedia</i> is one book. <i>The World Book Encyclopedia</i> (show your set) is a set of 22 books.</p>

“There can also be a set of books on one subject, such as art.”

Point out your set of encyclopedias. Tell the name of the set.
Hold up a volume and tell the students that it is a volume.
Tell how many volumes are in the set and which volume is the index.

Distribute handouts #1 & #2 to each student. Explain what they are and tell them to look at both sides.

“Look at the side of your handout that says Handout 1.
The twenty-two-volume set you see pictured on this page covers many subjects.

“Look at Volumes 3 and 4. There were so many articles on subjects beginning with the letter ‘C’ that two volumes were needed for them. Articles from ‘C’ to ‘Ch’ can be found in Volume 3, and articles from ‘Ci’ to ‘Cz’ can be found in Volume 4.

“Look at Volume 11. There weren’t many articles starting with the letters ‘J’ and ‘K,’ so all the articles were combined in one volume.

“Look at Volume 21. There weren’t many articles on subjects beginning with ‘W,’ ‘X,’ ‘Y,’ and ‘Z,’ either, so the articles beginning with these four letters were put in one volume.

“In which volume would you look for information about:
France? (Volume 7, F)
Snakes? (Volume 17, S-Sn)
Space? (Volume 18, So-Sz)
Zebras? (Volume 21, W-X-Y-Z)

“Turn your handout over.
A one-volume encyclopedia can cover all subjects, like the first book pictured, or it can cover only one subject such as the last three books. Information is also alphabetized.

“Good job. Next time we will talk about how to find people and other subjects.”

Collect the handouts.

Jordan School District
Elementary Library Curriculum
Grade 3