

## The Alphabet and Telephone Books

Age Group: ESOL adults

Level: Entry 2-3

Resources: Worksheets and some telephone books, old or new.

Skills focus: Alphabetical order. Locating names.

Sub Skills: English names, reading.

1. Write the letter 'A' on the board. Get students to shout out the sequence of the alphabet to you. Leave spaces next to the letters. With a bit of paper, ask students to think of a word that begins with each letter. We've made a basic worksheet you can give out, but you don't really need it.
2. Go through possible answers. Keep it simple.
3. Ask the students to put the names in the correct alphabetical order. Get them to write the names in the boxes. Explain the rules.
4. Using the telephone books, students fill in the numbers. **You need to make sure the telephone book you are using has the same names.** There will be more than one listing for these popular names, any one of them will do fine. Set this as a competition with a time limit of ten minutes. First finished wins.

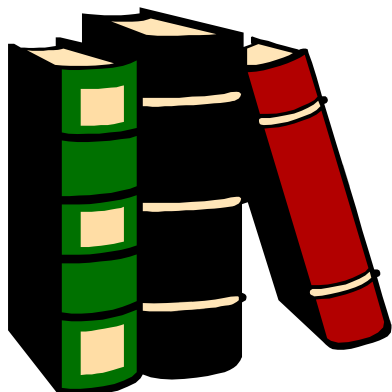
### Notes

Using the alphabet to locate information is an important skill ESOL/ESL students will use everyday. We take it for granted, but most students need practice.

# Alphabet Quiz.

A	_____
B	_____
C	_____
D	_____
E	_____
F	_____
G	_____
H	_____
I	_____
J	_____
K	_____
L	_____
M	_____

N	_____
O	_____
P	_____
Quick	_____
R	_____
S	_____
T	_____
U	_____
V	_____
W	_____
X	_____
Y	_____
Zebra	_____



Put the names into alphabetical order.

Parkinson, D  
Smith, F  
Brown, N  
Nelson, M  
Lewis, G  
Davidson, P  
Edwards, G  
Robinson, J  
Fox, C  
Adams, T  
Clark, N  
Brown, A

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____
11.	_____
12.	_____

Look in the telephone book and fill in the table

Name	Address	Number
Smith, J		
Parkinson, B		
Brown, C		
Clark, C		
Johnson, D		
Robson, D		
Barker, R		
Taylor, P		
Wilson, T		

