



## Alphabetical order

A **dictionary** will help you to spell words and find their meanings. Even people who spell very well use a dictionary.

Words in a **dictionary** are listed in alphabetical order: eg you'll find 'ant' before 'bee'.

**Phone books** also use alphabetical order: you'll find 'Carter' before 'Dixon'.

You need to know the alphabet to find the word you want:

1. Many words start with the **same letter**; to put these in order, look at the **second** letter.
2. 'Fox' comes before 'fun' because 'o' comes before 'u'.
3. 'Toy Shops' come before 'Travel Agents' because 'o' comes before 'r'.

But what about 'hospitals' and 'hotels'?

1. Both **begin** with the letter 'h'.
2. Both have the same **second** letter, 'o'.
3. Now look at the **third** letter.
4. You'll find 'hospital' **before** 'hotel' because 's' comes before 't'.