

Alphabetical Order and Sorting

by **Connie Belanger**

No time to prepare a lesson? Try this simple time killer. Just choose vocabulary suitable for the literacy level, find some chalk and you have a lesson ready.

Computer component: Typing practice, making lists, and using the Sort command.

Literacy component: Alphabetical order, spelling, writing, logic, word attack skills, memory, etc.

Preparation: Take a long word and write it on the chalkboard for all to see. Discuss the meaning of the word. Tell the students to make as many new words as they can out of the original word and give them a time limit. As an example: Take 10 minutes and use the word 'extraordinary' to make new words. (For a class with limited reading skills, responses can be written on the chalkboard.) extraordinary: ex, to, are, ran, rare, tin, extra, ordinary, ordain, train, trade, roar...

Have the students type the words in a list, then teach how to "Select Text" and use the "Sort" command. Alternately, have the students type the words randomly, as in the example above. Then they can take the words they have typed, and retype them in alphabetical order. Alternately, have the students "Cut & Paste" the original text into a list in alphabetical order.