

# The Telephone

## Words to Know

**braille:** a writing and printing system for the blind that uses raised dots  
**directories:** lists of names and addresses, usually in alphabetical order  
**impairment:** injury, damage, something that is less than normal  
**index:** a listing, usually in alphabetical order, of what is covered in a book or paper; often found in the back of the book



Many of us use the telephone daily. We use it to talk to friends and to get information. We use the telephone book to find the phone numbers of friends or businesses. We use it to find services to help us.

There are two parts of the telephone directory we will study. One is the white pages. The other is the yellow pages. In some large cities or towns these may be two different books.



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# Alphabetical Order

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Before you can find something in the telephone directory, you need to know how to put words in alphabetical order. Names are listed in the same order as the alphabet. If the first letter of two names is the same, use the second letter. For example, if you see the names *Cate* and *Coat*, you would look at the second letter. The letter "A" comes before "O," so *Cate* is listed before *Coat*. If the first and second letters are the same, go to the third letter to decide which name comes first.



Look at the groups of words and names. Put them in alphabetical order by numbering them in the order they would be listed in a phone book.

1. a. dog \_\_\_\_\_
- b. ant \_\_\_\_\_
- c. yak \_\_\_\_\_
- d. rat \_\_\_\_\_
- e. moose \_\_\_\_\_
- f. cow \_\_\_\_\_
- g. tiger \_\_\_\_\_
- h. guppy \_\_\_\_\_
- i. otter \_\_\_\_\_

2. a. Smith \_\_\_\_\_
- b. Gold \_\_\_\_\_
- c. Fox \_\_\_\_\_
- d. Jones \_\_\_\_\_
- e. Bailey \_\_\_\_\_
- f. Anderson \_\_\_\_\_
- g. Malone \_\_\_\_\_
- h. Ramirez \_\_\_\_\_
- i. Washington \_\_\_\_\_
- j. Nelson \_\_\_\_\_
3. a. Degamo \_\_\_\_\_
- b. Rosen \_\_\_\_\_
- c. Warda \_\_\_\_\_
- d. Connell \_\_\_\_\_
- e. Davis \_\_\_\_\_
- f. Pira \_\_\_\_\_
- g. Caesar \_\_\_\_\_
- h. Puma \_\_\_\_\_
- i. Razio \_\_\_\_\_
- j. Wells \_\_\_\_\_

4. a. Green \_\_\_\_\_  
 b. John \_\_\_\_\_  
 c. Whay \_\_\_\_\_  
 d. Ali \_\_\_\_\_  
 e. Grace \_\_\_\_\_  
 f. White \_\_\_\_\_  
 g. Baker \_\_\_\_\_  
 h. Johnson \_\_\_\_\_  
 i. Graham \_\_\_\_\_  
 j. Gonzales \_\_\_\_\_

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## *Guide Words*

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Every page in the directory has *guide words* at the top of the page. These guide words tell you the first listing on the page and the last listing on the page. The guide words will help you find what you're looking for more easily. You will know what is on each page. Look at the part of the directory page below.

**GREENE - GREERER (Guide Words)**

Greene, Betina H. 3339 Adler St....671-6996  
 Greene, Bill F. 412 S. Market.....360-3665  
 Greene, Cecil 125 South Ave.....671-2916  
 Greene, Gerald 172 S. Ann St.....671-7186

Greerer, Harry S. 1421 Mitchell St.768-1212

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## *White Pages*

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The white pages of the telephone directory list people and businesses. The listing will tell you the phone number and address. All of the names are all listed in alphabetical order.

The names of people are listed by last name first. If you are looking for Jean T. Bell's phone number or address, you would look under "B." The listing would look like this.

Bell, Jean T. 413 West Street. . . 567-4111

You must know a person's last name in order to look up the listing.

Sometimes you may find that there are several people with the same last name. Then you look at the first name. They, too, will be listed in alphabetical order. It is important to know the address of the person you are looking up, as well.

The first listing on the page is Greene, Betina. The guide words listed Greene first. This tells you that "Greene" will be first on that page. "Greerer" is the second guide word. That tells you that Greerer will be the last name on that page.



1. What two things will a phone book listing tell you?

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2. How are names listed in the phone book?

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3. How would your name be listed in a phone book?

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4. What do the guide words tell you?

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1. Look again at the guide words on the sample directory page. Put an "X" after the names that would be listed on that page.

a. Gray, Horace \_\_\_\_\_

b. Gable, Elena \_\_\_\_\_

c. Greeper, L.M. \_\_\_\_\_

d. Greenel, Pat \_\_\_\_\_

2. Look at the small directory page below. What would be the guide words?

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Lapter, Martha  
Latham, Joan  
Lieber, Aaron  
Luce, Robert  
Lyon, Chris

Mayes, Donald  
Mayo, H.T.  
Mera, Lee  
Moi, L.C.  
Museo, Pat

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