

JOB SKILLS - UNIT ONE

Worksheet #1

Name: _____

Alphabetizing by the First Letter

Almost any business that plans to hire someone for a job is going to test the applicant to see if he or she has some basic skills and abilities. One of the abilities for which applicants often are tested is the ability to alphabetize. The ability to alphabetize is used in many ways for different types of jobs. One of the skills, therefore, that will be taught in this unit is learning to alphabetize.


Learning to alphabetize begins by learning to alphabetize by the first letter of the word or of the name. And that's where you'll begin.

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

Look at the following group of words.

grapes berries melon apples

Go through the alphabet as you look over the list. Ask yourself, Are there any words that begin with *A*? The answer is yes. List that word: *apples*. Are there any words that begin with the letter *B*? The answer is yes. List that word: *berries*. Are there any words that begin with the letter *C*? No. Any words that begin with *D*? No. Keep going until you have alphabetized all the words.

 **Practice:** Alphabetize the following lists of words by looking at the first letter only. Alphabetize the following sets of words or names by placing the word that comes first next to the Number 1. Draw a line through that word to show that you have alphabetized it already. Place the word that comes second. Draw a line through that word. Continue in this manner until you have alphabetized all the words in each set. Underline the letter by which you are alphabetizing.

SET 1

grapes 1. _____
melon 2. _____
apples 3. _____
berries 4. _____

SET 2

Elm 1. _____
Main 2. _____
Ash 3. _____
Basset 4. _____

SET 3

cabbage 1. _____
beans 2. _____
zucchini 3. _____
peas 4. _____
lettuce 5. _____
artichoke 6. _____

SET 4


Smith 1. _____
Davis 2. _____
Yonono 3. _____
Fielding 4. _____
Watson 5. _____
Ignacio 6. _____

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Worksheet #2

Name: _____

Alphabetizing by the First Letter

 Practice: Alphabetize the following sets of words.

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

Instructions - Go through the alphabet as you are doing each set. Ask yourself: "Are there any words that begin with a? Are there any words that begin with b?" Keep going until you have alphabetized all the words. Underline the letter by which you are alphabetizing. Draw a line through the word as you alphabetize the word.

SET 1

tables 1. _____
chairs 2. _____
sofas 3. _____
lamps 4. _____
figurines 5. _____
pictures 6. _____
refrigerator 7. _____
dishwasher 8. _____
windows 9. _____
maps 10. _____

SET 2

stomach 1. _____
head 2. _____
arm 3. _____
leg 4. _____
foot 5. _____
toe 6. _____
elbow 7. _____
knee 8. _____
neck 9. _____
mouth 10. _____

SET 3

fender 1. _____
brake 2. _____
dashboard 3. _____
ignition 4. _____
wheel 5. _____
rim 6. _____
key 7. _____
mirror 8. _____
visor 9. _____
seat 10. _____

SET 4

zebra 1. _____
elephant 2. _____
seal 3. _____
walrus 4. _____
anteater 5. _____
lion 6. _____
tiger 7. _____
duck 8. _____
bear 9. _____
giraffe 10. _____


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Worksheet #3


Name: _____

Learning to See Differences

When you learn to alphabetize, it is important that you see any differences between or among words. If you do not see the differences, you are going to end up alphabetizing incorrectly.

 **Practice:** All the letters in the following words are the same except for one letter. Write the letter that is different in the blanks next to the word.

	Example	Davis		i	
		Daves		e	
1A	Canter	_____	2A	Kantwell	_____
1B	Cantor	_____	2B	Kentwell	_____
3A	Ballewin	_____	4A	Millewiski	_____
3B	Ballewyn	_____	4B	Millawiski	_____
5A	Brown	_____	6A	Turner	_____
5B	Broun	_____	6B	Terner	_____
5C	Brohn	_____	6C	Tirner	_____
7A	Merphy	_____	8A	Alyson	_____
7B	Murphy	_____	8B	Alison	_____
7C	Mirphy	_____	8C	Aleson	_____

 **Practice:** Alphabetize the following names.

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

Instructions - Go through the alphabet as you are doing each set. Ask yourself: "Are there any words that begin with A? Are there any words that begin with B?" Keep going until you have alphabetized all the words. Underline the letter by which you are alphabetizing. Cross off the name as you add it to the alphabetized list.

SET 1

- Lomote 1. _____
- Valence 2. _____
- Brown 3. _____
- Oakland 4. _____
- Turner 5. _____
- Millewiski 6. _____
- Alyson 7. _____
- Daves 8. _____
- Kantwell 9. _____
- Nelson 10. _____

SET 2


- Canter 1. _____
- Nunn 2. _____
- Kantwell 3. _____
- Turner 4. _____
- Davis 5. _____
- Ellen 6. _____
- Allen 7. _____
- Murphy 8. _____
- Zeile 9. _____
- Beile 10. _____

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Worksheet #4

Name: _____

Learning to See Differences

 **Practice:** What name is on Set 1 but is not on Set 2? Look for the differences in the first names only. The last names are the same. Cross off the name if it appears in both sets. Then list the name that is remaining in Set 1.


SET 1

1. Adams, Carl
2. Adams, Carol
3. Adams, Donald
4. Adams, Jeffery
5. Adams, Lionel

SET 2

1. Adams, Carl
2. Adams, Karl
3. Adams, Donald
4. Adams, Jeffery
5. Adams, Lionel

Answer: _____

 **Practice:** What names are on Set 3 but are not on Set 4? Be sure that you look for *any* differences in any spellings of the names. Cross off the name if it appears in both sets. Then list the names that are remaining in Set 3.


SET 3

1. Lowenstine, Abigail
2. Lowenstein, Janet
3. Lowenstein, Jonathan
4. Lowenstein, Martha
5. Lowenstein, Lester
6. Lowenstein, Thomas

SET 4

1. Lowenstein, Abigail
2. Lowenstein, Janet
3. Lowenstein, Jon
4. Lowenstein, Martha
5. Lowanstein, Lester
6. Lowenstein, Thomas

Answers: _____ and

 **Practice:** What names are on Set 5 but are not on Set 6? Be sure that you look for any differences in any spellings of the names. Cross off the name if it appears on both sets. Then list the names that are remaining in Set 5.

SET 5

1. Mallincrodkt, Alyson
2. Mallencrodkt, William
3. Mallincrodkt, Billy
4. Mallincrodkt, June
5. Mallincrodkt, Lyle
6. Mallancrodkt, Morgan

SET 6

1. Mallincrodkt, Alyson
2. Mallincrodkt, William
3. Mallincrodkt, Billie
4. Mallincrodkt, June
5. Mallincrodkt, Lyle
6. Mallincrodkt, Morgan

Answers: _____ and

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Worksheet #5

Name: _____

Alphabetizing by the First Name

When the last names in a list are the same, you alphabetize by the first names. For example:

Smith, David	Smith, <u>A</u> ngie
Smith, Carole	Smith, <u>C</u> arole
Smith, Angie	Smith, <u>D</u> avid

Practice 1: Alphabetize the following sets of names. When the last names are the same, go to the first names to see which name will go first on your lists. Underline the letter by which you are alphabetizing. As you are alphabetizing the names, draw a line through that name.

A B C D E F G H I J K L M N
O P Q R S T U V W X Y Z

SET 1

- Rogers, Dennis 1. _____
- Bastien, Blake 2. _____
- Clubb, Robert 3. _____
- Nesbitt, Marilyn 4. _____
- Gross, Jeff 5. _____
- Dobb, Nancy 6. _____

SET 2 - Ignore the last names.

- Rogers, Dennis 1. _____
- Rogers, Arnold 2. _____
- Rogers, Samuel 3. _____
- Rogers, Robert 4. _____
- Rogers, Jeff 5. _____
- Rogers, Bruce 6. _____

SET 3

- Harper, Valerié 1. _____
- Martinez, Rosa 2. _____
- Costello, Syd 3. _____
- Harper, Ann 4. _____
- Barnhart, Ted 5. _____
- Costello, Frank 6. _____

SET 4

- Jacobson, Andrew 1. _____
- Addams, Anita 2. _____
- Polawski, Jean 3. _____
- Gerry, Tom 4. _____
- Jacobson, Betsy 5. _____
- Addams, George 6. _____

Practice 2: What items are on Set 5 that are not on Set 6? Cross off the item if it appears on both sets. Then list the items that are still remaining in Set 5.

SET 5

- 1. toys, games, fun
- 2. apples, oranges, lemons, limes
- 3. pens, paper, pencils, blackboard, teacher

SET 6

- 1. toys, games, laughter
- 2. apples, oranges, plums, limes
- 3. teacher, blackboard, pencils, paper


Answers: (1) _____ (2) _____ (3) _____

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Worksheet #6

Name: _____

Learning To See Differences


 **Practice:** There is a difference between the numbers, letters, or symbols that are given in Set 1 and those that are given in Set 2. Look carefully at both sets. Circle the parts in each set that are different.

SET 1

- (1) \$12.48
- (2) \$30.56
- (3) \$75.25 each
- (4) 4 for \$4.00
- (5) Acct. Number 555-113
- (6) Due Date 05/31
- (7) \$14.41 each
- (8) 13-56-3291
- (9) Booker, AK
- (10) McDowall, F.A.

SET 2

- \$12.49
- \$3.56
- \$75.25 per case
- \$4 each
- Invoice Number 555-113
- Billing Date 5/15
- \$14.14 each
- 13-56-3921
- Booker, AL
- McDowell, F.F.

 **Practice:** Be very careful to look for the exact same spellings in the names that appear in both sets. HINT: Look at *each* name in Set 1. Find that exact name, including any middle initial, in Set 2. If you cannot find the exact name, write the name down so that you can keep track of the names in Set 1 that are not in Set 2. As you find the identical names, cross them out.

SET 1

- Wiesecki, Dorothy M.
- Cussack, Mario K.
- Nendlesohn, Lois
- Jeffries, David James
- Bissette, Jeremiah L.
- Comptonson, Frederick
- Mitsuwaki, Kawoko
- Armstrong, Peter C.
- Germainet, Angelina
- Petersen, Parker P.
- Young, Shawna
- Hnuhai, Yi

SET 2

- Kowoko, Mitsuwaki
- Young, Shawna
- Bissette, Jeremiah R.
- Hnuhai, Yi
- Germainet, Angelina
- Wiesecki, Dorothy M.
- Mendlesohn, Lois
- Petersen, Parker P.
- Comptanson, Frederick
- Cussack, Marie K.
- Jeffries, David James
- Armstrong, Peter C.

Those names that are on Set 1 but which are not on Set 2 are:

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Worksheet #7

Name: _____

Alphabetizing By The Second Letter

If the first letter is the same in all the words that you are trying to alphabetize, cross out or ignore that letter. Go to the second letter to see which name would come first. In the following example each name begins with an M.


Example: Madison Muncie Monroe

To alphabetize these three names, cross out or remove the M. You are left with:

adison uncie onroe


Arranged alphabetically, you have an a, o, and u. Therefore, the names would appear as:

Madison
 Monroe
 Muncie

 **Practice 1:** Tell what letter you would ignore. O. Cross out that letter. Then tell by what letter you would alphabetize the words. Follow the examples that are given. As you add the name to the *Alphabetized List*, draw a line through that name.

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

<u>Names</u>	<u>Letter by which to Alphabetize</u>	<u>Alphabetized List</u>
Oppenheimer, J.W.	p	1. _____
Oaten, Marsha	_____	2. _____
Osteader, Clinton	_____	3. _____
Offtenbrook, David	_____	4. _____
Oberon, Charles	_____	5. _____
Olsen, Darryl	_____	6. _____

 **Practice 2:** Alphabetize the following street names. If you are having difficulty alphabetizing because of the way the street names are listed side-by-side, list them below one another before beginning. Cross out the street as you add it to the alphabetized list.


Martin Blvd.	Amsterdam Avenue	Bowling St.	Pebble Beach Lane
Otis Place	Sunnybrook Bend	Holly Glen Manor	Cobblestone Creek Rd.
Festus Blvd.	Quartz Crossing		
1. _____		6. _____	
2. _____		7. _____	
3. _____		8. _____	
4. _____		9. _____	
5. _____		10. _____	

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Worksheet #8

Name: _____

Alphabetizing By The Second Letter

 **Practice:** Alphabetize the following words by the second letter. HINT: Cross out or ignore the first letter. Then ask yourself, "Are there any words where the second letter is a? Are there any words where the second letter is b?" Continue on through the alphabet until you have alphabetized each word.

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

SET 1

notion

nation

netted

nutty

nick

1. _____

3. _____

5. _____

2. _____

4. _____

SET 2

ghost

great

gypsy

gathering

getting

giant

1. _____

3. _____

5. _____

2. _____

4. _____

6. _____

SET 3 - Cross out the first letter. Underline the letter by which you are alphabetizing.

STAND

SEATED

SWEAR

SHOCKED

SCARED

SANDWICH

SUNSHINE

SOBER

SINCERE

SKATING

1. _____

6. _____

2. _____

7. _____

3. _____

8. _____

4. _____

9. _____

5. _____

10. _____

SET 4 - Cross out the first letters if they are identical. Then go to the second letter. Underline the letter by which you are alphabetizing.

funny

FLARE

FACTORY

FOOL

Fenton

INSIDE

animal

carpet

mammal

locket

1. _____

6. _____

2. _____

7. _____

3. _____

8. _____

4. _____

9. _____

5. _____

10. _____


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Worksheet #9

Name: _____

Alphabetizing Names

→ Remember to follow these rules for alphabetizing.
1. Alphabetize by the first letter of the last name.
2. If the last names begin with the same letter, ignore the first letter and go to the second letter.
3. If the last names are identical, go to the first name to see which name should be listed first.

 **Practice:** Alphabetize the following names according to the above rules. Underline the letter by which you are alphabetizing.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

SET 1

- Dolson, Ronald 1. _____
- Tobinetta, Rosalie 2. _____
- Arborham, Michael 3. _____
- Mason, Julia M. 4. _____
- Jefferson, Sally 5. _____

SET 2

- Tyler, Otis 1. _____
- Taylor, Patricia 2. _____
- Ziewicki, Martin 3. _____
- Taylor, Angela 4. _____
- Tempel, Jane 5. _____
- Underwood, Abbie 6. _____
- Zerchano, Paul 7. _____

SET 3

- Bennett, Frazier 1. _____
- Bosworth, George 2. _____
- Gregorson, Nathan 3. _____
- Vahall, Mark 4. _____
- Bosworth, Peter 5. _____
- Carpenter, Edith 6. _____
- Ingerson, Olaf 7. _____
- Sumatoro, Li 8. _____
- Bennett, Jacob 9. _____
- Walters, Deborah 10. _____

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Worksheet #10

Name: _____

Alphabetizing Names With Initials When The Last Names Are The Same

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Oftentimes initials are used rather than entire names. For example, Bruce James Jackson may be known as B.J. Jackson or B. Jackson. When alphabetizing names that use initials there are additional rules to follow.

Look at the names *B. J. Jackson*, *B. Jackson* and *Bob Jackson*. First, you must ask yourself, are the last names the same? They are so go to the first names. In these cases you have initials to go by.

B.J. Bob B.

If the first initials are the same list the name with only one initial first.

1. *Jackson, B.*


Since the first initials are the same look at the second initial. List the name with two initials.

2. *Jackson, B.J.*

Now, alphabetize the rest of the names that begin with B.

3. *Jackson, Bob*

This can be quite confusing. With practice you should get the hang of it. You still need to ask yourself each time *Are there any names that begin with A? Are there names that begin with B?* Move through the alphabet. It's just that as you are asking yourself this and you run across any names with initials, the names with initials are alphabetized before the other names that begin with that same letter. But, if you have the two names *B. Jackson* and *Andrew Jackson*, even though *B. Jackson* has an initial, the *A* in *Andrew* means that *Andrew Jackson* should be alphabetized before *B. Jackson*. You should not alphabetize *B. Jackson* before *Andrew Jackson* because it has an initial. You only alphabetize the names with initials if the initials are the same as the first letter. You still are going to alphabetize all the A names before the B names.

 **Practice:** Alphabetize the following groups of names according to the rules that you've learned. Cross out the names as you add them to the alphabetized list. Underline the letter you are alphabetizing by.

➔ **RULES:** If the first letters of the first names are the same, names with initials should go first. If the first initials are the same, the name with one initial should go before the name with two initials.

SET 1

- Smith, Tom 1. _____
Smith, T. S. 2. _____
Smith, T. 3. _____

SET 2

- Jackson, B.J. 1. _____
Jackson, Bob 2. _____
Jackson, B. 3. _____
Jackson, C.D. 4. _____
Jackson, C. 5. _____

JOB SKILLS - UNIT ONE

Worksheet #11

Name: _____

Alphabetizing Names With Initials When The Last Names Are The Same

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

➔ **RULE:** If the last names are the same and the first names begin with the same letter, any names with initials rather than first names should be alphabetized first. If the first name initials are the same the name with one initial should go before the name with two initials. If there are two initials, and the first initials are the same go to the second initial to alphabetize.

EXAMPLE: *B.T. Stephens* will go before *Bryant Stephens* but after *Andy Stephens*.

EXAMPLE: *K. Smith* will go before *Karen Smith* but after *Julie Smith*.

Look at Set 1 below.

Set 1	Stephens, Caren	Stephens, C.J.	Stephens, Karen
	Stephens, Bryant	Stephens, B.	Stephens, B.T.

1. First, look at the last names. Are the last names the same? _____
2. Look at the first names. Are there any first names that begin with the letter A? _____
Are there any first names that begin with the letter B? _____ The answer is yes.
3. Look for any names that have a B for the first initial rather than an entire name. What are those two names? _____ and _____
4. Since the first letters are the same, the name with one initial would be listed before the name with two initials. What is the name with one initial? _____ This will be first name on the alphabetized list. Put this name in Blank Number 1.
5. Now add the other two names whose first names begin with the letter B to Blanks 2 and 3.
6. Are there any first names that begin with the letter C? _____ The answer is yes.
7. Look for any names that use the initial C rather than an entire name. What are the two names that start with a first initial C? _____ and _____
8. Put the name that would be listed first in Blank Number 4.
9. Alphabetize the remaining names.

SET 1

Stephens, Caren	1. _____
Stephens, C.J.	2. _____
Stephens, Karen	3. _____
Stephens, Bryant	4. _____
Stephens, B.	5. _____
Stephens, B.T.	6. _____

Go on to the next page and continue alphabetizing names with initials.

JOB SKILLS - UNIT ONE

Worksheet #12

Name: _____

Alphabetizing Names With Initials When The Last Names Are The Same

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Practice: Alphabetize the following set of names.

SET 1

- | | |
|----------------|----------|
| Brown, Dale | 1. _____ |
| Brown, Kevin | 2. _____ |
| Brown, A.J. | 3. _____ |
| Brown, Andrew | 4. _____ |
| Brown, A. | 5. _____ |
| Brown, Merilee | 6. _____ |
| Brown, M.K. | 7. _____ |

SET 2

- | | |
|---------------|----------|
| Harmon, D. | 1. _____ |
| Harmon, K.A. | 2. _____ |
| Harmon, Chuck | 3. _____ |
| Hemp, Ashley | 4. _____ |
| Hemp, Pat | 5. _____ |
| Hummer, B. | 6. _____ |
| Hummer, Staci | 7. _____ |
| Hill, Charles | 8. _____ |

SET 3

- | | |
|-----------------|----------|
| Green, Terrance | 1. _____ |
| Green, Anthony | 2. _____ |
| Green, A.J. | 3. _____ |
| Green, A. | 4. _____ |
| Green, Caitlin | 5. _____ |
| Green, Stefani | 6. _____ |
| Green, S.K. | 7. _____ |
| Green, S. | 8. _____ |
| Green, C. | 9. _____ |

1. Write down a name that would come before and a name that would come after the name of *Humm, Ruth*

Before: _____

After: _____

JOB SKILLS - UNIT ONE

Worksheet #13

Name: _____

Alphabetizing by the Third Letter

Sometimes it is necessary to go to the third letter to alphabetize.

Step 1: Ignore the first two letters if they are the same letters.

Step 2: Either cross out the first two letters or underline the third letter.

Step 3: Look at the third letter and ask yourself, "Are there any names in which the third letter is an A? Are there any names in which the third letter is a B?" Continue through the names until you have listed all of them alphabetically.

Step 4: If the last names are the same, go to the first names to see which name comes first.

Step 5: If the first names begin with the same letter, go to the second letter.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

SET 1

- | | |
|------------------|----------|
| WHITNEY, CHARLES | 1. _____ |
| Wheatly, Barbara | 2. _____ |
| Wharton, Valeria | 3. _____ |
| Whitney, Rob | 4. _____ |
| Whucler, Walter | 5. _____ |

SET 2

- | | |
|-------------------|----------|
| Smith, David | 1. _____ |
| Smythe, Rachel | 2. _____ |
| Small, Zelda | 3. _____ |
| SMERTZ, Saffro | 4. _____ |
| Smuckers, Frankie | 5. _____ |
| Smythe, Margie | 6. _____ |
| Small, Ernest | 7. _____ |
| Smythe, Anne | 8. _____ |


SET 3

- | | |
|------------------|----------|
| Franklin, Harold | 1. _____ |
| Young, Clarence | 2. _____ |
| Young, Carl | 3. _____ |
| Horowitz, Abbe | 4. _____ |
| Young, Cora | 5. _____ |
| Franklin, Nancy | 6. _____ |

Go on to Worksheet #14 to continue alphabetizing by the third letter.

Alphabetizing by the Third Letter

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

 **Practice:** Alphabetize the following sets of words or names. Underline the letter by which you are alphabetizing.

SET 1

- ledger 1. _____
- lecture 2. _____
- lead 3. _____
- lemon 4. _____
- lime 5. _____
- letter 6. _____
- lilac 7. _____
- level 8. _____
- library 9. _____

SET 2

- sell 1. _____
- science 2. _____
- scuff 3. _____
- satisfy 4. _____
- school 5. _____
- sentence 6. _____
- session 7. _____
- scene 8. _____
- scare 9. _____

SET 3

- Hardester, Melvin 1. _____
- Haag, Walter 2. _____
- Habite, Megan 3. _____
- Hoag, B.T. 4. _____
- Hoag, Bruce 5. _____
- Halbrook, Naomi 6. _____
- Hammer, W.M. 7. _____

SET 4

- Wey, Dimitri 1. _____
- Wexelman, Tim 2. _____
- Wetzel, Doug 3. _____
- Wehrli, M.J. 4. _____
- Weaver, Michael 5. _____
- Westin, Shana 6. _____
- Wertz, Lamar 7. _____
- Wedge, Doug 8. _____
- Weber, Doug 9. _____


JOB SKILLS - UNIT ONE

Worksheet #15

Name: _____

Alphabetizing by the Fourth Letter

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

 **Practice:** Alphabetize the following sets of words or names by looking at the fourth letter. Underline the letter by which you alphabetized.

SET 1

- geometry 1. _____
- geology 2. _____
- George 3. _____
- geography 4. _____

SET 2

- thrust 1. _____
- three 2. _____
- thrash 3. _____
- throw 4. _____

SET 3

- sty 1. _____
- stripe 2. _____
- stress 3. _____
- strain 4. _____
- stop 5. _____
- stay 6. _____
- soak 7. _____

SET 4

- Sales, Cali 1. _____
- Salinas, Carmen 2. _____
- Saldana, T. 3. _____
- Saldana, Betty 4. _____
- Salp, Peter 5. _____
- Salas, M.K. 6. _____
- Salten, Devon 7. _____

SET 5

- Schnaar, Andy 1. _____
- Schnaar, Andrew 2. _____
- Schenck, Andrea 3. _____
- Schirr, Mickey 4. _____
- Seles, Marvin 5. _____
- Seles, P.J. 6. _____
- Solla, Celeste 7. _____

SET 6: Add the following names to the names in Set 5. Make one alphabetized list.

- | | | | | |
|-------------|----------------|---------------|------------|------------|
| Seles, Opal | Seles, Patrick | Stevens, Keri | Schirr, M. | Schirr, N. |
| 1. _____ | | 7. _____ | | |
| 2. _____ | | 8. _____ | | |
| 3. _____ | | 9. _____ | | |
| 4. _____ | | 10. _____ | | |
| 5. _____ | | 11. _____ | | |
| 6. _____ | | 12. _____ | | |

JOB SKILLS - UNIT ONE

Worksheet #16

Name: _____

ALPHABETIZING WHEN NAMES ARE THE SAME

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Some names are so common that sometimes it is necessary to go one more step to alphabetize the names. The "one more step" might take you to the name of the street on which the person lives. If the first and last names are exactly the same, look at the street names. You will alphabetize the names of the people by the name of the street that would come first.

Example Set

Brown, Bob	1387 Baker
Brown, Bob	21 Adelaide Court
Brown, Bob	Circle Lane Drive
Brown, Bob	21460 Bettle Blvd.

All the names are **Bob Brown**. Go to the first word in the street names.


<u>As Given</u>	<u>As alphabetized</u>
Baker	Adelaide
Adelaide	Baker
Circle	Bettle
Bettle	Circle

The Example Set as alphabetized:

Brown, Bob	21 <u>A</u> delaide	by A
Brown, Bob	1387 <u>B</u> aker	by Ba
Brown, Bob	21460 <u>B</u> ettle Blvd.	by Be
Brown, Bob	<u>C</u> ircle Lane Drive	by C

Instructions for Alphabetizing:

- Step 1: Go to the first letter of the last name. Alphabetize by that letter when possible.
- Step 2: If the last names begin with the same letter, go to the second letter of the last name.
- Step 3: If the first two letters of the last name are the same, go to the third letter of the last name.
- Step 4: If the last names are the same, go to the first name.
- Step 5: If the first and last names are the same, go to the names of the streets.

 **Practice** - Alphabetize the following names. Put the street name in (). Underline the letter by which you are alphabetizing.

Example Pfeiffer, John (McDonald Avenue)

- | | |
|---------------------------------|----------|
| Pfeiffer, John, McDonald Avenue | 1. _____ |
| Pfeiffer, John, Lombez Drive | 2. _____ |
| Pfeiffer, John, Dover Place | 3. _____ |
| Pfeiffer, John, Davis Drive | 4. _____ |
| Pfeiffer, John, Adams Street | 5. _____ |
| Pfeiffer, John, Raydel Drive | 6. _____ |

JOB SKILLS - UNIT ONE

Worksheet #17

Name: _____

ALPHABETIZING NAMES THAT LOOK SIMILAR


A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

At first glance it might seem like a difficult task to alphabetize the following names. No matter what the list *looks* like, you still go back to the fact that you:

1. Alphabetize by the first letter. If the first letters are the same, go to the second letter.
2. If the second letters are the same, go to the third letter.
3. If the third letters are the same, go to the fourth letter.
4. If the last names are exactly the same, go to the first names.

MacDonald, Roger
 McDermott, Scot
 Macintosh, Ruthie
 McCann, Jeremiah
 McDermott, Terrance

McCallister, Andrea
 McBride, Kevin
 MacBride, Kevin
 Macaan, Rita
 McBride, Robert

 **Practice** - Answer these questions about the above list of names, and do the assignments.

1. What letter is ignored? _____
2. What is the next letter by which you would begin alphabetizing? _____
3. What are the four names that could possibly be alphabetized by that letter?

4. Before you could begin alphabetizing these four names, what 3 letters must be ignored?

5. Alphabetize those four names.

a. _____	c. _____
b. _____	d. _____
6. You have six names left. What letters must be ignored before you begin to try to alphabetize? _____
7. Now that you have ignored those two letters, what is the next letter by which you would begin to try to alphabetize? _____
8. Alphabetize the two names that are to be alphabetized by B and which are identical first names.

a. _____	b. _____
----------	----------
9. You have four names left. Which of the names will come first? _____
10. Now alphabetize the above list of names.

A. _____	F. _____
B. _____	G. _____
C. _____	H. _____
D. _____	I. _____
E. _____	J. _____

JOB SKILLS - UNIT ONE

Worksheet #18


Name: _____

Alphabetizing With An "S" At The End

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

✓ **RULE:** Very often a last name ends in an s. When alphabetizing, the name with an s will come *after* the name that does not have an s.

Example **Marshall, David** *Marshall goes before Marshalls*
Marshall, Pete
Marshalls, Jon
Marshalls, Maria

 **Practice** - Alphabetize the following sets of names. Put a 1 in front of the name that would be listed first. Put a 5 in front of the name that would be alphabetized last. Fill in the remaining names in the correct order with a 2, 3, and 4.

SET 1

_____ Stephen, Paul
_____ Stephens, David
_____ Stephen, Mike
_____ Stephen, Kendra
_____ Stephens, Saul

SET 2

_____ Marshalls, Carrie
_____ Marshall, Steve
_____ Marshall, Brittany
_____ Marshalls, Ada
_____ Marshall, Roby

SET 3

_____ Gray, Suzie
_____ Gray, Lettie
_____ Grays, Melvin
_____ Gray, Erin
_____ Grays, Marty

SET 4 Practice - Alphabetize the following names. Underline the letter by which you are alphabetizing. Cross through the name as you add it to the alphabetized list.

Hopkins, Mary 1. _____
Hopkin, Pete 2. _____
Hopkins, Jason 3. _____
Hopkins, John 4. _____
Hopkins, Eugene 5. _____
Hopkins, Adrian 6. _____
Hopkin, Abner 7. _____
Hopkin, Rose 8. _____
Hopkins, Allie 9. _____

SET 5 - Add the following names to the alphabetized list from above:

Hopkins, Vicki	Hopkin, Milton	Hopkins, Barry
1. _____	7. _____	
2. _____	8. _____	
3. _____	9. _____	
4. _____	10. _____	
5. _____	11. _____	
6. _____	12. _____	

JOB SKILLS - UNIT ONE

Worksheet #19

Name: _____

Alphabetizing - Ignoring the Apostrophe S

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

✓ **RULE:** If a name is identical up to the point that an apostrophe *s* is used, the name with the apostrophe *s* will come after the name that does not have an apostrophe. When alphabetizing ignore the apostrophe and simply think in terms of the word ending in an *s*.

- | | | |
|----------------|-----------------------------|--|
| Example | 1. Stephen, <u>C</u> ale | • <i>Stephen</i> comes before <i>Stephens</i> |
| | 2. Stephen, <u>M</u> innie | • <i>M</i> comes after <i>C</i> |
| | 3. Stephens, <u>D</u> aniel | •alphabetize by the <i>a</i> in <i>Daniel</i> |
| | 4. Stephen's Dry Goods | •ignore the apostrophe and alphabetize by the <i>r</i> in <i>Dry</i> |

☞ **Practice** - Alphabetize the following sets of names. Put a *1* in front of the name that would be listed first. Put a *5* in front of the name that would be alphabetized last. Fill in the remaining names in the correct order with a *2*, *3*, and *4*.

✓ A REMINDER: If you are given only an initial or initials instead of an entire first name, the name with the initial will come first --if the initial is the same as the first letter of the name. Example:		
Rogers, Patricia	Rogers P.A.	Rogers, D.
Rogers, D.	comes first	
Rogers, P.A.	comes second because <i>P</i> comes after <i>D</i>	
Rogers, Patricia	comes last as the initial <i>P</i> comes before the entire name of Patricia	

SET 1

- _____ White, Allen
- _____ White, Alan
- _____ White's Masonry
- _____ Whites, Neva
- _____ White's Hardware

SET 2

- _____ Drake, Robert
- _____ Drake's Auto Parts
- _____ Drakes, Mary
- _____ Drakes, Katie
- _____ Drake's Brakes

SET 3

- _____ Brown, M.J.
- _____ Brown, Eli
- _____ Brown's Cafe
- _____ Brown, Meri
- _____ Browns, Darrin

SET 4 REVIEW - Alphabetize the following list.

- | | |
|----------------------------|----------|
| Swiss Chalet Apartments | 1. _____ |
| Sutter Presbyterian Church | 2. _____ |
| Sverdrup Corporation | 3. _____ |
| Sweeney, James, 153 Barker | 4. _____ |
| Sweeney, James, 405 Clover | 5. _____ |
| Sutter's Gift Shoppe | 6. _____ |
| Sutter, Brenda | 7. _____ |
| Sweeney's Service Station | 8. _____ |


JOB SKILLS - UNIT ONE

Worksheet #20

Name: _____

ALPHABETIZING - REVIEW

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

 **Practice** - Alphabetize the following sets. Draw a line through the name when you add it to the alphabetized list.

Set 1

- | | | |
|---------------------|-----|-------|
| Meeker, Beckie | 1. | _____ |
| McDowell, Andrew | 2. | _____ |
| MacAdam, Sammy | 3. | _____ |
| MacAdam's Furniture | 4. | _____ |
| Macklin, Opie | 5. | _____ |
| Meeker, Simon | 6. | _____ |
| McCowan, Lyle | 7. | _____ |
| MacCarthy, Brian | 8. | _____ |
| McCarthy, Brian | 9. | _____ |
| Macklins, Leo | 10. | _____ |

Set 2

- | | | |
|---------------------------|-----|-------|
| Smith, Warren | 1. | _____ |
| Smith's Appliance | 2. | _____ |
| Smythe, G.E. | 3. | _____ |
| Smith, W.E. | 4. | _____ |
| Smith, David | 5. | _____ |
| Smythe, Gerald | 6. | _____ |
| Smacks, Richard | 7. | _____ |
| Smythe's Trash Collection | 8. | _____ |
| Smith, Corbett | 9. | _____ |
| Smith's Grocery Shoppe | 10. | _____ |
| Smack's Diner | 11. | _____ |
| Smith, C.U. | 12. | _____ |

SET 3

- | | | |
|--------------------------|----|-------|
| Swift, Alan | 1. | _____ |
| Swifts, Bryce | 2. | _____ |
| Swift, A.J. | 3. | _____ |
| Swifts, Bruce | 4. | _____ |
| Swifts Upholstery Shop | 5. | _____ |
| Swift's Delivery Service | 6. | _____ |
| Swift, Mattie | 7. | _____ |

JOB SKILLS - UNIT ONE

Worksheet #21

Name: _____

REVIEW - ALPHABETIZING BY FIRST AND LAST NAMES AND BY STREET NAME

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Practice - Alphabetize the followings sets. If the names are the same, alphabetize by the street name. If you have to use the street name to alphabetize correctly, put the person's name in the blank first. Then put the street name after the person's name. Put () around the street names. Underline the letter by which you are alphabetizing.

Example: *Smethers, Ronald (Pine)*

SET 1

- | | | |
|------------------|----------------------|-----------|
| Smethers, Ronald | 2391 W. Pine | 1. _____ |
| Smythe, Andrew | 4445 Virginia | 2. _____ |
| Colledge, Calvin | 130 Wrenwood | 3. _____ |
| Franklin, Daniel | 241 Whispering Trees | 4. _____ |
| Dell, Annie | 4466 Swan Dr. | 5. _____ |
| Abbott, Maria | 8340 Clarkson | 6. _____ |
| Jackson, Fred | 2000 Penbrook | 7. _____ |
| Slover, Melissa | Rock Creek Rd. | 8. _____ |
| Jackson, Fred | 28900 Lemay | 9. _____ |
| Franklin, Alice | 5036 Ashland | 10. _____ |

SET 2

- | | | |
|-----------------|------------------|-----------|
| McDonald, J. | 8627 Maya Ln. | 1. _____ |
| McDonald, J. | 1604 Semple | 2. _____ |
| Baxter, Vickie | 1305 Westwood | 3. _____ |
| McDonald, Agnes | 2732 Bacon Blvd | 4. _____ |
| Small, Sidney | 6110 Sherry | 5. _____ |
| Millard, Ray | 3532 Sugar Crest | 6. _____ |
| Smith, Roberta | 2015 S. Ninth | 7. _____ |
| Smith, Ronald | 122654 Morton | 8. _____ |
| Wilson, Wayne | 3920 Sunrise | 9. _____ |
| Weston, William | 1036 Timberlake | 10. _____ |
| Epstein, Nora | 111 E. Ambergly | 11. _____ |
| Small, Sidney | 3467 Piota | 12. _____ |

Practice - Underline any of the following names if they appear in Set 1 or Set 2.

Robert Smithe	<i>Sydney Small</i>	Melissa Slover	Ronald Smethers
Annie Delle	William Weston	Fred Jackson	JAY MCDONALD


JOB SKILLS - UNIT ONE

Worksheet #22

Name: _____

ALPHABETIZING BY FIRST, LAST, STREET, AND MIDDLE INITIAL

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

 **Practice** - Alphabetize the following set. Put down the street name if it's used in order to alphabetize. Put () around the street name.

√ **RULE:** If the first and last names are the same, the names **without** middle initials are alphabetized first.

EXAMPLE: *Lemp, Adam* comes before *Lemp, Adam, S.*

If the first and last name are the same and a middle initial is used, alphabetize by the initial, not the street name.

EXAMPLE: *Jackson, Adam C., Bonanza Circle* would come before *Jackson, Adam J., Keyes Avenue* because the initial *C* comes before the initial *J*.

Look at Set 1 below. To begin alphabetizing this list:

1. Are the last names the same? _____
2. Are the first names the same? _____
3. What one name is different? _____ Will this name be the first name or last name on the alphabetized list? _____ It should be the first name as names with initials only are listed first. Add this name to Blank Number 1 below.
4. Now look at the list again. Are there any names that do not use middle initials? _____ Write these names here.
 1. _____
 2. _____
 3. _____
 4. _____
5. Alphabetize these names in blanks 2 through 5 below. Since the first and last names are the same and there is no middle initial you should look at the first letter of the street name. Ask yourself are there any streets that begin with the letter A? The letter B? And so on.
6. Make sure you have drawn a line through the names you have already alphabetized. You should have three names left to be alphabetized. The first and last names are the same. The middle initials, however, are different. Alphabetize these remaining names by their middle initial. Add these alphabetized names to the list below.

SET 1

- | | |
|--------------------------------------|----------|
| 1. Jackson, Adam, Lemp Avenue | 1. _____ |
| 2. Jackson, Adam, Maryland Place | 2. _____ |
| 3. Jackson, A., Dartmouth Road | 3. _____ |
| 4. Jackson, Adam, S., Lemp Street | 4. _____ |
| 5. Jackson, Adam, J., Keyes Avenue | 5. _____ |
| 6. Jackson, Adam, Fox Circle | 6. _____ |
| 7. Jackson, Adam, Arco Terrace | 7. _____ |
| 8. Jackson, Adam, C., Bonanza Circle | 8. _____ |

Go on to Worksheet #23 for more practice.


JOB SKILLS - UNIT ONE

Worksheet #23

Name: _____

ALPHABETIZING BY FIRST, LAST, STREET, AND MIDDLE INITIAL

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

 Practice Alphabetize the following sets.

Look at Set 2.

1. Are last names the same? They are, so look at the first names. Are there any names that have an initial only rather than a first name? Write the names in the blanks below. Then add these names in alphabetical order to the list below for Set 2. Cross the names off the list as you alphabetize them.

1) _____

2) _____

3) _____

2. Next, are there any names that do not use middle initials? Write these names in the blanks below. Add these names in alphabetical order to the list below for Set 2. Cross the names off the list as you alphabetize them.

1) _____

2) _____

3) _____

3. Finally, what names are left to be alphabetized? Add these names in alphabetical order to the list below for Set 2.

SET 2

- | | |
|-------------------------------------|----------|
| 1. Smith, C.J., West Glen | 1. _____ |
| 2. Smith, Carl, Ferguson Road | 2. _____ |
| 3. Smith, Chas. T., Jannette Avenue | 3. _____ |
| 4. Smith, Clinton, Katie Court | 4. _____ |
| 5. Smith, C., Hudson Road | 5. _____ |
| 6. Smith, Camille, Olive Street | 6. _____ |
| 7. Smith, Chas., R., Folsom Avenue | 7. _____ |
| 8. Smith, C.A., East Glen | 8. _____ |

SET 3

- | | |
|--|----------|
| 1. Brown, Jeff, Park Avenue | 1. _____ |
| 2. Branerd, Charlotte, Missouri Avenue | 2. _____ |
| 3. Brainerd, C. K., Memphis Street | 3. _____ |
| 4. Brawny, Sharon, Memphis Avenue | 4. _____ |
| 5. Brown, Jeff, California Avenue | 5. _____ |
| 6. Bowen, Curtis, California Avenue | 6. _____ |
| 7. Bowen, K., State Street | 7. _____ |
| 8. Brandt, William, Idaho Avenue | 8. _____ |

JOB SKILLS - UNIT ONE

Worksheet #24

Name: _____

WORDS TO IGNORE WHEN ALPHABETIZING

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Words and names are usually alphabetized in order to locate information more quickly. Dictionaries, telephone books and the indexes of books have information in alphabetical order. There are certain words, though, that are of no help when locating information. These words are ignored by those that put dictionaries, telephone books and indexes together. These words are:


A An The

When alphabetizing a list or looking for information about such things as companies, book titles, movies, or anything else that might begin with *A*, *An*, or *The*, go to the next word in the title, company or movie.


Example The Peabody Glass Company
 An Apple a Day Farm
 A Beacon Inn

Would be alphabetized in an index as:
Apple a Day Farm, An
Beacon Inn, A
Peabody Glass Company, The

The words that would be used to alphabetize this list are: Apple, Beacon, and Peabody. Often *A*, *An* or *The* are shown at the end of the title, company, or movie as shown in the example above. These words are separated from the rest of the title, company name, or movie by a comma.

 Practice - In the space on the right, tell what word you would use to begin alphabetizing the following.

- | | |
|---------------------------------------|-------|
| 1. An Eye-Opener Lens House | _____ |
| 2. The Illinois Chapter of Women | _____ |
| 3. The Academy of Sacred Heart | _____ |
| 4. Our Feast or Famine Society | _____ |
| 5. Apollo Hair Salon | _____ |
| 6. Bridgeway Construction Company | _____ |
| 7. A Friend in Need Clubhouse | _____ |
| 8. The Long Branch Trail Motel | _____ |
| 9. A Germantown Festival | _____ |
| 10. Kohl Heating and Air Conditioning | _____ |

 Practice - Alphabetize the above list.

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

JOB SKILLS - UNIT ONE

Worksheet #25

Name: _____

WORDS TO IGNORE WHEN ALPHABETIZING

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Another word that can cause some difficulty when alphabetizing is the word **and**. Act as if the word is not there. If the symbol **&** is used, act as if the symbol were not there.

Examples B K T Pool Co. B and A Timber B & E Art


When the word **and** or the symbol for **and (&)** are ignored, you would be alphabetizing:
 BKT Pool Co. BA Timber BE Art

Because all of the above begin with **B**, you would go to the second letter as you have been doing for everything that you've alphabetized so far.


BKT Pool Co. BA Timber BE Art

When arranged alphabetically, the list would read:

B and A Timber
 B & E Art
 BKT Pool Co.

 **Practice** - In the spaces below tell what words or symbols are to be ignored. If no words or symbols are to be ignored, put **none** on the line. Then tell with what letter or word you would begin alphabetizing.

<u>Name</u>	<u>Words or symbols that are ignored</u>	<u>Word or letter by which you will begin alphabetizing</u>
1. A Trip Downtown	_____	_____
2. C & L Savings	_____	_____
3. The Barker Steakhouse	_____	_____
4. C and H Sugar	_____	_____
5. Ham and Eggs Cafe	_____	_____
6. The Little & Big Shoppe	_____	_____
7. An Elephant Repair Place	_____	_____
8. CCC Cookie Factory	_____	_____
9. Construction and Mining Services	_____	_____
10. The I & E Institute	_____	_____

 **Practice** - Alphabetize the above list.

- | | |
|----------|----------|
| a. _____ | f. _____ |
| b. _____ | g. _____ |
| c. _____ | h. _____ |
| d. _____ | i. _____ |
| e. _____ | j. _____ |

Go on to Worksheet #26 to continue.


JOB SKILLS - UNIT ONE

Worksheet #26

Name: _____

WORDS TO IGNORE WHEN ALPHABETIZING

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

 **Practice** - Alphabetize the following lists. Ignore the words **and**, **an**, **the** and the symbol **&**.

Set 1

1. Our Trip Downtown a) _____
2. Ken & Sallie's Trip Downtown b) _____
3. A Trip Downtown c) _____
4. Their Trip Downtown d) _____
5. The Trip Downtown e) _____

Set 2

1. The Paper Chase a) _____
2. Paper Tiger b) _____
3. Paper Mill Playhouse c) _____
4. Paper and Fire d) _____
5. Palance, Amy e) _____
6. The Paper Palace f) _____

Set 3

1. Make Way for Ducklings a) _____
2. McKay, Davis b) _____
3. March of Dimes c) _____
4. The Long March To Freedom d) _____
5. McCloskey, Robert e) _____
6. Mass production f) _____
7. A Mask for Tania g) _____
8. Michigan Summer h) _____
9. The Long Summer i) _____

1. List a name that would come before and after the name: *Lewis, Michael*
before: _____ after: _____

2. What are three words you should ignore when alphabetizing?

1. _____ 2. _____ 3. _____

JOB SKILLS - UNIT ONE

Worksheet #27

Name: _____

ALPHABETIZING COMPANY NAMES

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

SET 1

✓ **RULE:** If the first two initials are the same a company with two initials would be alphabetized before a company with three initials.

Example: A J Supermarkets AJF Foundary AJF Real Estate

1. Are the first two initials of all the companies the same? _____
2. What company has two initials? _____
3. What two companies have three initials? _____ and _____
4. What company would be alphabetized first? _____
5. What company would be alphabetized last? _____ Why is this company listed last? _____

List the companies in alphabetical order:

1. _____
2. _____
3. _____

SET 2 Add the names of ABC Construction B & F Architects BFC Tacos

The rules of alphabetizing still apply. First, are there any names that begin with the letter A? Are there any names that begin with the letter B? Keep going until you've gone through the entire list to be alphabetized.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

SET 3 Add the following names to the list from Set 2.

Reminder: If the first letters are the same, go to the second letters in order to alphabetize.

A & E Construction ABC Studios A & W Cookies CC Factory

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

JOB SKILLS - UNIT ONE

Worksheet #28

Name: _____

ALPHABETIZING COMPANY NAMES

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Something New: Company names with initials only are listed before companies that are not using initials. For example, *BRF Company* would come before *Barker's Bells*.



SET 1 Alphabetize the following list of company names.

- | | | |
|----------------------|----------------------|--------------------|
| 1. BLT Sandwich Shop | 4. Acme Paper Supply | 7. CRF Printing |
| 2. B & A Art Supply | 5. A & E Wholesalers | 8. Ace Electronics |
| 3. Chelsea's Cafe | 6. Baker's Designs | 9. ABE Productions |

(1) Look at the list to be alphabetized. Ask yourself are there any names that begin with the letter A? There are several. Write down the companies that begin with the letter A?

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

(2) What two companies that begin with the letter A do not use initials?

_____ and _____

(3) What companies that begin with the letter A use initials?

_____ and _____

(4) Alphabetize the names that only use initials first. Remember if the first letters are the same, look at the second letter in order to alphabetize. Then alphabetize the names that do not use initials.

Acme Paper Supply A & E Wholesalers Ace Electronics ABE Productions

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

(5) Move on to the letter B. Alphabetize these three names according to the rules above.

- | | |
|----------|----------|
| 5. _____ | 7. _____ |
| 6. _____ | |

(6) What two names are left? _____ and _____

(7) What name would be listed first? _____

Add these two names to the alphabetized list. Check your list to make sure it is in alphabetical order.

- | | |
|----------|----------|
| a. _____ | e. _____ |
| b. _____ | f. _____ |
| c. _____ | g. _____ |
| d. _____ | h. _____ |
| | i. _____ |

JOB SKILLS - UNIT ONE

Worksheet #29

Name: _____

MORE WORDS TO IGNORE WHEN ALPHABETIZING

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

√ **RULE** Ignore the directions N, S, E, or W in a street address. Ignore the direction and go directly to the street name to begin alphabetizing.

SET 1

1. Massey Electronics, 415 S.Washington a) _____
2. Massey Electronics, 3145 Manchester Road b) _____
3. Massey Electronics, 71 NW Weidman Road c) _____
4. Massey, Beth and John, 15 Holly Green d) _____
5. Massey Realtors, 110 Olive Street e) _____
6. Massey Realtors, 15562 N Watson f) _____
7. Massey, Ralph, 1156 Park g) _____

SET 2 - Look at the questions below if you need help.

1. Smiley, James, E. State Street a) _____
2. S & N Printing b) _____
3. SKR Reading Centers c) _____
4. Small, Pearl d) _____
5. Small & Guest, Attorneys at Law e) _____
6. STA Transit Authority f) _____
7. Smiley, J.K. g) _____
8. Smiley, James, W. Big Bend Road h) _____
9. Scarves and Accessories by Sue i) _____

HELP

1. Look at the first letters. Are they the same? _____ If so, what letter should you look at in order to alphabetize? _____
2. Names with initials are listed first. Are there any company names with initials only? _____ List those names here. a) _____, b) _____, c) _____
3. Now, look at the second letters of these company names. What symbol should you ignore? _____ By what letter should you begin alphabetizing? _____ Write the name that has "K" as its second initial in the first blank above.
4. Alphabetize the remaining company names that only use initials.
5. Complete alphabetizing the list. Remember, names with only initials rather than first names that are spelled out are alphabetized first when the first initials are the same. If the first and last names are the same, alphabetize by the middle initial. If the first, last and middle initials are the same, alphabetize by the street names.

JOB SKILLS - UNIT ONE

Worksheet #30

Name: _____

MORE WORDS TO IGNORE WHEN ALPHABETIZING

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

PRACTICE: Alphabetize the following sets of words.

SET 1

1. J & K Plumbing Supplies a) _____
2. K & L Lighting b) _____
3. Jones, John, 151 W. Park Ave. c) _____
4. Teel Lighting Supplies d) _____
5. ACE Lighting and Power e) _____
6. ACE Lighting and Service f) _____
7. Jones, John, 75A E. Adams g) _____
8. Kites by Kathleen h) _____
9. Keel, Katie, 353 W. Park i) _____

SET 2

1. Adams, Jason, Savon Ave. a) _____
2. Baker, Dondre, Tower Bridge b) _____
3. Adams, B.K., Cavern Cove c) _____
4. Adams, Bonnie, State St. d) _____
5. Adams, Jason, Temple Ave. e) _____
6. Cassily, Emil, Illinois Ave. f) _____
7. Davison, Deven, Illinois Ave. g) _____
8. Davis, Kyle, First St. h) _____
9. Davis, Kevin, Broadway Ave. i) _____

SET 3 - Merge the following names with those of SET 2.

Bakker, Tim

Bakker, T.J.

Adams, Stephen

Davis, T.

Chock, M.J.

Chalk, Tonia

Chalk, S.

1. _____ 9. _____
2. _____ 10. _____
3. _____ 11. _____
4. _____ 12. _____
5. _____ 13. _____
6. _____ 14. _____
7. _____ 15. _____
8. _____ 16. _____

JOB SKILLS - UNIT ONE

Worksheet #31

Name: _____

SOME THINGS TO REMEMBER WHEN ALPHABETIZING

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

- (1) If you end up with a single letter, and there is another name on the list that begins with the same single letter, then go to the next letter to see which of the two would come first.

B R & F Company **B.E.A. Agency** B.E.A. Agency would go first.

- (2) If the first two letters or words are the same, go to the third letter or word.

B & R F Company **BRA Cleaners** BRA Cleaners would go first.

- (3) If the the first initials are the same company names where only initials are used go before names where the names are spelled. You should alphabetize according to the rules you've learned. Oftentimes you will be looking at the second or third letter in the company name in order to alphabetize. If the first two initials are the same, company names with two initials are alphabetized before names with three initials.

B R F Company **B & T Savings** **Bradford Company**

B R F Company and B & T Savings would be alphabetized before Bradford Company. B R F Company would come before B & T Savings because R comes before T.

- (4) A person's name with one initial is alphabetized before a name with two or three initials. A person's name with two initials is alphabetized before a name with three initials if the first two initials are the same.

James, J.K. **James, Jay** **James, John**


James, J.K. would be alphabetized first as the first initials are the same--J and it only uses initials rather than being completely spelled out.

- (5) Always ignore the words and symbol: **the, a, an, and, &**

- (6) If the last names are the same, look at the first names. If the first and last names are the same go to the street name. Ignore any directions used with the street name.

James, John, 351 W. Lake **James, John, 481 N. Seventh**

JUST REMEMBER: As long as a letter or a word is identical, you cannot alphabetize because you do not know which one comes first. Just keep moving to the next letter or word until you find a difference between the letters of the words.

 **Practice** - Alphabetize the following list.

- | | | |
|-------------------------------------|-----|-------|
| B & R F Company, 123 Ash St. | 1. | _____ |
| Bretson, Lowel | 2. | _____ |
| Baxter, Samuel, 436 W. Bush Blvd. | 3. | _____ |
| Browne, Cleo, 534 Harper Blvd. | 4. | _____ |
| BRA Cleaners, 876 Compton | 5. | _____ |
| Bretson, Andrew | 6. | _____ |
| Baxter, Samuel, 1921 E. Temple Lane | 7. | _____ |
| BKD Bakery, 3672 Fountain St. | 8. | _____ |
| B & K & D Medical Office, 202 Ash | 9. | _____ |
| B. R. F. Industries, 4500 S. Benton | 10. | _____ |
| Browne, Cleo, 305 N. Tucker | 11. | _____ |


JOB SKILLS - UNIT ONE

Worksheet #32

Name: _____

REVIEW

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

 **Practice** Alphabetize the Sets listed below. Cross out the words and symbols you ignore. Cross through the word as you add it to the alphabetized list.

SET 1

- | | |
|--------------------|----------|
| 1. Gebhart, Val | 1. _____ |
| 2. G & B Appliance | 2. _____ |
| 3. Geblo, Diana | 3. _____ |
| 4. Gabhurst, Henry | 4. _____ |
| 5. G B C Printing | 5. _____ |
| 6. Ganniger, Kent | 6. _____ |

SET 2

- | | |
|--------------------------------|----------|
| 1. L & T Plumbing Company | 1. _____ |
| 2. Lewis, Kathy | 2. _____ |
| 3. LFK Elementary School | 3. _____ |
| 4. The Littleton Reading Group | 4. _____ |
| 5. A Look See Shop | 5. _____ |
| 6. Lohengrin, David | 6. _____ |

SET 3

- | | |
|---------------------------|----------|
| 1. Mariolitini, Maria | 1. _____ |
| 2. Mantilow, Caesar | 2. _____ |
| 3. M & W Craft Shop | 3. _____ |
| 4. The Merchant of Venice | 4. _____ |
| 5. Kasoloma, Victor | 5. _____ |
| 6. KBC Television Studio | 6. _____ |

SET 4 Add the following names to alphabetized list from Set 3.

- | | | | |
|------------|------------------------|------------|---------------|
| MBA School | Mass Transit Authority | K & T Toys | Keene, Cedric |
| 1. _____ | | 6. _____ | |
| 2. _____ | | 7. _____ | |
| 3. _____ | | 8. _____ | |
| 4. _____ | | 9. _____ | |
| 5. _____ | | 10. _____ | |

JOB SKILLS - UNIT ONE

Worksheet #34

Name: _____

ALPHABETIZING SIMILAR NAMES

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Look at the following list that has to be alphabetized.

Anderson, Jan
Andersen, Freida
Anders, Larry
Anderson's Appliance
Andersen's Diner
Andarson, Edith

1. By the time you get to the fourth letter, you know what the first name on the list will be. What is that name? _____
2. The second name will be **Anders** because *all* the identical letters have been removed. Because there are no letters by which to alphabetize, **Anders** will be the second name.
3. There are four names left. The next letters that are different of the remaining names are **E** and **O**. First alphabetize the two names with the **E**. If all the identical letters are removed, you have removed *all* the letters for Freida Andersen.

The alphabetized list so far:


Andarson, Edith
Anders, Larry
Andersen, Freida
Andersen's Diner

4. Alphabetize the last two names. If all the identical letters are removed, you have removed all the letters for Jan Anderson. The complete alphabetized list is:

Andarson, Edith
Anders, Larry
Andersen, Freida
Andersen's Diner
Anderson, Jan
Anderson's Appliance

REMEMBER When alphabetizing, you are to ignore:

the a an & apostrophes

 **Practice** Alphabetize the list below.

1. Mitchel's Tire Company 1. _____
2. Mitchell, Maggie 2. _____
3. Mitchal, Fonda 3. _____
4. Mittchal, Loren 4. _____
5. Mitchel, Tyrone 5. _____
6. Mitchal's Wholesaler 6. _____


JOB SKILLS - UNIT ONE

Worksheet #35

Name: _____

ALPHABETIZING

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

 **Practice** - Answer the following questions. Then alphabetize the following sets of names.

1. The first name that can be alphabetized in Set 1 is: _____
List that name in the first blank above.
2. After listing that name, there will be three names that will have identical letters. Ignore those letters. The names can now be alphabetized by the first names. Those names are: _____
List these alphabetically in the 2nd, 3rd, and 4th blanks above. _____
3. There are now two identical names left. You will have to alphabetize those names by the first name. _____

SET 1

Edwards, Hank _____
Edwin, Marvella _____
Edwards, Martin _____
Edward's Television Repair _____
Edwin, Nancy _____
Eddwards, Frank _____

SET 2

Valle, Jereld _____
Daniels, Lori _____
Grinwalds, Ruth _____
Jackson, Clementine _____
Easely, Jerome _____
Valle, Barbara _____
Jackson's Video Store _____
Grinwald's Book Store _____

JOB SKILLS - UNIT ONE

Worksheet #36

Name: _____

ABBREVIATIONS

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

There are some abbreviations that matter very much when alphabetizing. **St.** is one such abbreviation. In this case, though, **St.** does not stand for street. It stands for **Saint**. The abbreviation for *Saint* cannot be used in alphabetizing. In other words, the second letter is not really a **T**. The second letter is an **A**.

Example: Suppose you are to alphabetize the following places.

St. Petersburg San Juan St. Louis Stanton

You really are alphabetizing:

Saint Petersburg San Juan Saint Louis Stanton

Step 1: Remove all letters that are identical, leaving:

int Petersburg n Juan int Louis tanton

Step 2: The words that begin with **i** are alphabetized first because **i** comes first in the alphabet. Next remove **int** because they are all identical letters. You have the second name by which to alphabetize. **L** comes before **P**.


Petersburg Louis

Step 3: Go to next letter that would appear in the alphabet. In this case it is the **n** that is left in **San Juan**.

Step 4: The last letter in the alphabet that appears in the words to be alphabetized is **t** as in **tanton** for **Stanton**.

The alphabetized list is:

St. Louis
St. Petersburg
San Juan
Stanton

 **Practice:** Alphabetize the following lists.

SET 1

- a) Saint Xavier _____
- b) St. Helena _____
- c) St. Paul _____
- d) St. Benedict _____
- e) St. Ann _____
- f) St. Andrew _____
- g) St. Albans _____

SET 2

- a) San Francisco _____
- b) St. Paul _____
- c) Saint Thomas _____
- d) San Luis Obispo _____
- e) San Juan _____
- f) St. Louis _____
- g) Stepple _____
- h) Sappington _____

JOB SKILLS - UNIT ONE

Worksheet #37

Name: _____

ABBREVIATIONS

Most businesses abbreviate the following words. These words seldom are important in alphabetizing because the list has been alphabetized by company name long before you get to these type of abbreviations. It is nice, though, if you know them since they are used so often by different types of businesses.

<u>Abbreviation</u>	<u>Spelled Out</u>	<u>Abbreviation</u>	<u>Spelled Out</u>
St.	Street	Ln.	Lane
Ave.	Avenue	Blvd.	Boulevard
Rd.	Road	Ct.	Court
Dr.	Drive	Sq.	Square

Other types of abbreviations are those that follow the name of the business.

Inc.	Incorporated	Ltd.	Limited
Co.	Company	Assn.	Association
Bros.	Brothers	Corp.	Corporation

The abbreviation of **Ltd.** usually means that the business is a foreign one, particularly a business from Canada or the British Isles. These abbreviations, like the ones that appear above them, usually are not used because the business is alphabetized long before getting to these type of abbreviations.

Other common abbreviations are **S** for **South**; **N** for **North**; **E** for **East**; and **W** for **West**. In addition to using these abbreviations for directions in addresses, they often are used in front of the name of a business or in front of the city where the business is located. Often abbreviations are used because there is just so much room on a line. In order to fit the entire name and address in, abbreviations must be used.

Example


St. Martin's, N. Fond du Lac, WI
St. Stephens University, N. Richland, TX

In this example, there are two abbreviations used: **St.** and **N.** When an abbreviation is used, you have to know what that abbreviation stands for so that you know what the second, third, or even the fourth letter would be. You can assume that when **St.** appears in front of a name rather than after a street name, the **St.** stands for **Saint**. You also can assume that **N** stands for **North**. The same is true for **S**, **E**, and **W** standing for **South**, **East**, and **West**.

√ **RULE:** When dealing with words such as **Northern**, **Southview**, **Eastland**, or **Western**, these words would come *after* names that use **North**, **South**, **East**, or **West**.

Example

Northwest Plaza	This would come third.
North Overland	This would come first.
North's Deli	This would come second.

 **Practice:** Alphabetize the following by place a 1 in the front the word that would be listed first. Use the numbers 1 through 3 to alphabetize the lists.

SET 1

- _____ South Fork
- _____ South America
- _____ Southern Pacific

SET 2


- _____ Northern Exposure
- _____ North by Northwest
- _____ North Pole

JOB SKILLS - UNIT ONE

Worksheet #38


Name: _____

ABBREVIATIONS

 **Practice:** Match the abbreviations to the words that are spelled out.

A. Co.	D. St.	G. Dr.	J. Blvd.	M. Bros.
B. Ltd.	E. Ln.	H. Sq.	K. Rd.	N. Corp.
C. Inc.	F. Ave.	I. Assn.	L. Ct.	

1. _____	Association	8. _____	Company
2. _____	Square	9. _____	Road
3. _____	Incorporated	10. _____	Street
4. _____	Limited	11. _____	Court
5. _____	Brothers	12. _____	Lane
6. _____	Drive	13. _____	Boulevard
7. _____	Corporation	14. _____	Avenue

 **Practice:** In Sets 1 through 4 put a 1, 2, and 3 to show the order in which the names would be alphabetized. In Sets 5 and 6 put a 1, 2, 3, 4, or 5 to show the order in which these names are to be alphabetized.

Reminder: Alphabetize all names using *North*, *South*, *East* and *West* before alphabetizing any names using such names as *Northern*, *Southern*, *Eastern*, *Eastview*, and *Western*.

Set 1

_____ South Pass
_____ Southern Pacific
_____ S. Drive-in Bank

Set 2

_____ W. Valley
_____ West Edition
_____ Western Auto

Set 3

_____ Mackay's Pharmacy
_____ McKays Fix-it Shop
_____ McKenzie Tire Company

Set 4

_____ Eastern State University
_____ E. Fairmount
_____ Eastern Fairmount

Set 5

_____ S. Fork Cafeteria
_____ Southern Exposure Magazine
_____ St. Louis Cable Company
_____ San Francisco Bakery
_____ St. Francis Motel

Set 6.


_____ North Point Bike Repair
_____ Northern Point Armory
_____ Northwest Optical Company
_____ North By North Bootery
_____ North Typewriter Repair

JOB SKILLS - UNIT ONE

Worksheet #39

Name: _____

ALPHABETIZING


 **Practice:** Alphabetize the following sets of names. If they give you a little trouble, just do the best that you can do. After you go over the correct answers it should make sense to you. Underline the letter by which you are alphabetizing.

Set 1

- _____ Eastern Packaging
- _____ East Packaging Co.
- _____ East Packaging Corp.
- _____ Eastern Photo Finishing
- _____ Eastside Photo Shop
- _____ Eastern Plate Glass Co.

Set 2

- _____ Southport
- _____ Southside Shipping Service
- _____ South Ave. Shoe Repair
- _____ Southview Technical School
- _____ Southern Patio Furniture
- _____ South St. Laundromat


 **Practice:**

Set 3

- _____ North Lane Bowling
- _____ Northland Bowling Lanes
- _____ Northern Wallpaper
- _____ N & E Railroad
- _____ N.R.E. Eye Glasses
- _____ North by Northwest Ltd.
- _____ Northport Boxing Club

Set 4

- _____ Western Crates
- _____ Westez Mexican Food
- _____ West End Cafe
- _____ West Port Ceramics
- _____ The W & W Dude Ranch
- _____ West Assn.
- _____ West St. Pancakes

 **Practice:** On a separate sheet of paper merge Sets 3 and 6.

Set 5

- _____ MacDavis, Byron
- _____ McBride, Ian
- _____ McBain, Royal
- _____ McBride's Apartments
- _____ McBrides Assn.
- _____ MacDavis, Byron
- _____ Macdermott, Felica

Set 6

- _____ A Northern Gear Shop
- _____ The Northfair Children's Shop
- _____ N & A Federal Savings
- _____ N, B, and F Carpet Company
- _____ National Bank
- _____ Northside Scrap Iron & Metal Works
- _____ Nation's Stamp Collectors

JOB SKILLS - UNIT ONE

Worksheet #40

Name: _____

TWO MORE ABBREVIATIONS

Another common abbreviation is **Mt.** The problem that you might have with **Mt.** is that it can stand for an abbreviated form of **Mountain** or **Mount**. If you were alphabetizing a list that contained the abbreviation **Mt.**, you could use a reference book to see if you could locate the city. If it is a name of business and you are unsure whether the word *mount* or *mountain* is being abbreviated, you would ask your supervisor what **Mt.** stands for.


One more abbreviation that often is found among names, addresses and cities is **Pt.** Most of the time, **Pt.** stands for **Point** or **Pointe**. If you were alphabetizing a list, **Point** would come before **Pointe** because **Pointe** has one more letter. This would be a case where you would speak with your supervisor to determine how the abbreviation is being used.

 **Practice:** Answer these questions.

1. When you see an apostrophe in a list that is to be alphabetized, what do you do? _____
2. To what letter would you go before beginning to alphabetize the following? _____
C & W Rodeo CWA Sewing School Cwelski, Roland
3. When you see the abbreviation **St.** what are the two things for which it can stand?
_____ and _____
4. Do you recall how to abbreviate the following? Write down the abbreviations.
Company _____ Association _____
Incorporated _____ Avenue _____
Limited _____ Brothers _____

ALPHABETIZING

As often happens in life, things can be left out or forgotten. And then, too, new things come along that have to be added to what has already been done. For example, if you have finished alphabetizing 100 names, and then your supervisor comes along with a list of 18 more names that are to be included in the list, you would have to be able to show where those names would go.

 **Practice:** You will be **inserting** the following names into the alphabetized list of names on Worksheet 41. You will have to write small in order to fit these names into the list.

Sam's Auto Repair	Servicemaster
Schmidt, Arthur	St. Louis Airport
Schmidt, Robert	San Francisco Bread Company
Schmidt, Karl	St. Charles Dental Lab
Seki, T.	SMA Associates
Sako, Yoko	Southern Products
Saccho, Michela	Shade, Cornelius
Southside Video	Stevens, Paul
Steadman, Jim	Suburban Papers


JOB SKILLS - UNIT ONE

Worksheet #41

Name: _____

INSERTING NAMES THAT HAVE BEEN LEFT OUT

A B C D E F G H I J K L M N
O P Q R S T U V W X Y Z

 **Practice:** Insert alphabetically the names that appear at the bottom of Worksheet 40.


- | | |
|----------------------------------|------------------------------|
| 1. SF Associates | 21. Schmidt, A.J. |
| 2. SGA Transport | 22. Schmidt, Art |
| 3. S & L Optical | 23. Schmidt, B. |
| 4. SOS Rental | 24. Schmidt, Lennie |
| 5. Sacred Heart Church | 25. Schmidt, Michelle |
| 6. Safe Ride | 26. Seager, William |
| 7. Sage, Robert | 27. Seager, Thomas, P. |
| 8. Sage, Robin | 28. Semple, B.K. |
| 9. Sailors of America | 29. Settlor, Daniel |
| 10. St. Bartholomew's Convent | 30. Sierra Club |
| 11. St. Charles Medical Supply | 31. South Printing |
| 12. St. Johns Mercy Medical Ctr. | 32. Southport |
| 13. St. Louis Metro Walkway | 33. Southside Trucking |
| 14. Salon Bella | 34. Speer, Warren |
| 15. Sanders, Donetello | 35. Spelman, Charles |
| 16. Sappington Hardware | 36. Sterling Enterprises |
| 17. Sappington, Roger A. | 37. Stevenson's Cafe |
| 18. Saturn Auto Sales | 38. Stitches 'N More |
| 19. Saxon, Rupert | 39. Sunset Mobile Home Sales |
| 20. Schaefer, Larry | 40. Swimming Pools Inc. |

JOB SKILLS - UNIT ONE


Worksheet #42

Name: _____


LEARNING THE ABBREVIATIONS FOR THE STATES

 **Practice:** Below are the 50 states. On a separate sheet of paper alphabetize these states.

CALIFORNIA	ALASKA	MISSOURI	FLORIDA
WASHINGTON	HAWAII	ARKANSAS	SOUTH CAROLINA
OREGON	TEXAS	LOUISIANA	NORTH CAROLINA
IDAHO	OKLAHOMA	WISCONSIN	VIRGINIA
MONTANA	KANSAS	ILLINOIS	WEST VIRGINIA
WYOMING	NEBRASKA	INDIANA	PENNSYLVANIA
UTAH	SOUTH DAKOTA	KENTUCKY	OHIO
ARIZONA	NORTH DAKOTA	TENNESSEE	NEW YORK
NEW MEXICO	MINNESOTA	ALABAMA	NEW HAMPSHIRE
COLORADO	IOWA	GEORGIA	NEW JERSEY
MASSACHUSETTS	MAINE	CONNECTICUT	DELAWARE
RHODE ISLAND	MICHIGAN	MISSISSIPPI	NEVADA
VERMONT	MARYLAND		

 **Practice:** The United States Post Office uses two letter abbreviations for each of the 50 states. The two letter abbreviations for each state are given below. Sometimes the abbreviation is obvious. Oftentimes, though, the abbreviation must be memorized.

Alabama	AL	Louisiana	LA	Ohio	OH
Alaska	AK	Maine	ME	Oklahoma	OK
Arizona	AZ	Maryland	MD	Oregon	OR
Arkansas	AR	Massachusetts	MA	Pennsylvania	PA
California	CA	Michigan	MI	Rhode Island	RI
Colorado	CO	Minnesota	MN	South Carolina	SC
Connecticut	CT	Mississippi	MS	South Dakota	SD
Delaware	DE	Missouri	MO	Tennessee	TN
Florida	FL	Montana	MT	Texas	TX
Georgia	GA	Nebraska	NE	Utah	UT
Hawaii	HI	Nevada	NV	Vermont	VT
Idaho	ID	New Hampshire	NH	Virginia	VA
Illinois	IL	New Jersey	NJ	Washington	WA
Indiana	IN	New Mexico	NM	West Virginia	WV
Iowa	IA	New York	NY	Wisconsin	WI
Kansas	KS	North Carolina	NC	Wyoming	WY
Kentucky	KY	North Dakota	ND		

 **Practice:** Match the letter of the state with abbreviation for that state.

<p>Set 1</p> <p>1. Indiana _____ AL</p> <p>2. Arkansas _____ NY</p> <p>3. Alabama _____ AR</p> <p>4. New York _____ IN</p> <p>5. Nevada _____ CA</p> <p>6. California _____ NV</p>	<p>Set 2</p> <p>1. North Dakota _____ AK</p> <p>2. Alaska _____ IA</p> <p>3. Illinois _____ ID</p> <p>4. Idaho _____ ND</p> <p>5. Iowa _____ AZ</p> <p>6. Arizona _____ IL</p>
---	---


SAVE THIS WORKSHEET TO USE WITH WORKSHEETS #43 AND #44.

JOB SKILLS - UNIT ONE

Worksheet #43

Name: _____

LEARNING THE ABBREVIATIONS FOR THE STATES

 **Practice:** Use your list of correctly alphabetized states to fill in the the state name. Use the two letter postal abbreviations from Worksheet #42 to fill in the two letter zip abbreviation. Remember that **both** letters in the zip abbreviation will appear in the complete spelling of the state names.


STATE	ZIP	STATE	ZIP
1. _____	_____	26. _____	_____
2. _____	_____	27. _____	_____
3. _____	_____	28. _____	_____
4. _____	_____	28. _____	_____
5. _____	_____	29. _____	_____
6. _____	_____	30. _____	_____
7. _____	_____	31. _____	_____
8. _____	_____	32. _____	_____
9. _____	_____	33. _____	_____
10. _____	_____	34. _____	_____
11. _____	_____	35. _____	_____
12. _____	_____	36. _____	_____
13. _____	_____	37. _____	_____
14. _____	_____	38. _____	_____
14. _____	_____	39. _____	_____
15. _____	_____	40. _____	_____
16. _____	_____	41. _____	_____
17. _____	_____	42. _____	_____
18. _____	_____	43. _____	_____
19. _____	_____	44. _____	_____
20. _____	_____	45. _____	_____
21. _____	_____	46. _____	_____
22. _____	_____	47. _____	_____
23. _____	_____	48. _____	_____
24. _____	_____	49. _____	_____
25. _____	_____	50. _____	_____

JOB SKILLS - UNIT ONE

Worksheet #44

Name: _____

LEARNING THE ABBREVIATIONS FOR THE STATES

 **Practice:** Match the letter of the state with abbreviation for that state.

Set 1

- | | | |
|----------------|-------|----|
| 1. Maine | _____ | MO |
| 2. Mississippi | _____ | MD |
| 3. Missouri | _____ | NV |
| 4. Maryland | _____ | MS |
| 5. Michigan | _____ | ME |
| 6. Nevada | _____ | MI |

Set 2

- | | | |
|----------------|-------|----|
| 1. Delaware | _____ | CO |
| 2. Colorado | _____ | DE |
| 3. Georgia | _____ | CA |
| 4. Ohio | _____ | CT |
| 5. Connecticut | _____ | GA |
| 6. California | _____ | OH |

Set 3

- | | | |
|---------------|-------|----|
| 1. Kansas | _____ | ID |
| 2. Washington | _____ | ME |
| 3. Idaho | _____ | KS |
| 4. Wyoming | _____ | VT |
| 5. Maine | _____ | IN |
| 6. Vermont | _____ | WA |
| 7. Indiana | _____ | WY |

Set 4

- | | | |
|-----------------|-------|----|
| 1. Ohio | _____ | TX |
| 2. Pennsylvania | _____ | OR |
| 3. Illinois | _____ | TN |
| 4. Tennessee | _____ | OK |
| 5. Texas | _____ | IL |
| 6. Oregon | _____ | PA |
| 7. Oklahoma | _____ | OH |

Set 5

- | | | |
|-------------------|-------|----|
| 1. South Carolina | _____ | NC |
| 2. South Dakota | _____ | NY |
| 3. North Dakota | _____ | NJ |
| 4. North Carolina | _____ | SC |
| 5. Nebraska | _____ | NE |
| 6. New Jersey | _____ | SD |
| 7. New York | _____ | RI |
| 8. Rhode Island | _____ | ND |

Set 6


- | | | |
|------------------|-------|----|
| 1. Montana | _____ | MA |
| 2. New Mexico | _____ | AZ |
| 3. Massachusetts | _____ | NM |
| 4. Maryland | _____ | MN |
| 5. Alabama | _____ | AK |
| 6. Alaska | _____ | AL |
| 7. Arizona | _____ | MT |
| 8. Minnesota | _____ | MD |

Set 7

- | | | |
|------------------|-------|----|
| 1. Hawaii | _____ | WI |
| 2. Illinois | _____ | FL |
| 3. Virginia | _____ | HI |
| 4. West Virginia | _____ | UT |
| 5. Washington | _____ | IL |
| 6. Wisconsin | _____ | VA |
| 7. Utah | _____ | WV |
| 8. Florida | _____ | WA |

Set 8

- | | | |
|----------------|-------|----|
| 1. Kansas | _____ | MS |
| 2. Nebraska | _____ | MO |
| 3. Missouri | _____ | KS |
| 4. Mississippi | _____ | NJ |
| 5. Arkansas | _____ | NY |
| 6. Arizona | _____ | NE |
| 7. New York | _____ | AR |
| 8. New Jersey | _____ | AZ |

 **Practice:** Answer the following questions.


1. What is the common abbreviation for Mountain and Mount? _____
2. What is the common abbreviation for Point or Pointe? _____
3. What are three words that are to be ignored when alphabetizing? _____
4. What can St. stand for? _____ or _____

JOB SKILLS - UNIT ONE

Worksheet #45

Name: _____

ALPHABETIZING CITIES

 **Practice:** Alphabetize the following sets. Just as you ignored **a**, **an**, **and**, and **the**, ignore the word **of**. Alphabetize by city name not by state unless the cities have the same name.

Set 1

- Point Lookout, MD _____
- Pt. Comfort, TX _____
- Point of Rocks, WY _____
- Point Marion, PA _____
- Point of Hope, AK _____
- Point Pleasant, NJ _____
- Pt. Harbor, NC _____
- Point of Rocks, PA _____
- Pointblank, TX _____

Set 2

- N. Point, MI _____
- Northfield, MN _____
- Northville, SD _____
- North Fork, NV _____
- Northfield, MA _____
- Northwest, IA _____
- North Platte, NE _____
- North Vernon, IN _____
- N. Fond du Lac, WI _____
- Northfield, VT _____

Set 3


- McAllen, TX _____
- McDowell Park, AZ _____
- Mt. McKenzie, AK _____
- Macks Inn, ID _____
- McKeesport, PA _____
- McKinney, KY _____
- MacKay, ID _____
- McKenzie, TN _____
- McKenzie, ND _____
- McDowell Pt., WA _____
- MacIntosh Island, MI _____

JOB SKILLS - UNIT ONE

Worksheet #46

Name: _____

ALPHABETIZING

 **Practice:** Alphabetize the following sets. Just as you ignored **a**, **and**, **an**, and **the**, ignore the word **of**.

Set 1

St. Sebastien Episcopal Church
St. of Our Ladies Convent
The St. Paul Cathedral
St. Benedict of the Square
Saint Joseph Orphanage for Boys
St. Helena Tourist Bureau
The All Saints' Day of Worship
Brothers of St. Paul
St. Andrew's Home for Girls
St. Margaret's Shelter for the Homeless
Saint George's Anniversary Celebration
St. Joseph Orphanage for Girls
St. Lourdes & St. James Worship Hours
Saint Stephens University

Set 2

KFC Radio Station
Kaiser Steel, Inc.
KABC Television Studios
Kay Hair Coloring
K & B Family Photo Studio
Keitel, Lawrence
A Kaiser's Tour of Germany
The Kashmir Shop of Sweaters
The Kashmir Shoppe of Trinkets
K. B. & F Hardware Store
Kaybea, Alice
Keitel, Larry

Set 3 - All abbreviations stand for **mountain** except for Mt. Vernon. In this instance, the Mt. stands for Mount.

Mt. Pass Archery
The Mountain Pass Arbor
Mt. View Resort
Mt. Vernon Coal Mines
A Mountain Lookout Cabin
Mountain Valley Dude Ranch
Mt. Home of Maryland
Mountain Ridge Golf Course
The Mt. & Valley Lodges
The Mountain Pass Bowling Lanes
Mountain Passenger Ski Lift
Mountain Lookout Caverns

JOB SKILLS - UNIT ONE

Worksheet #48

Name: _____

ALPHABETIZING

 **Practice:** Use Sets 1 and 2 on Worksheet #47. Merge the two lists into one list.

- | | |
|-----------|-----------|
| 1. _____ | 23. _____ |
| 2. _____ | 24. _____ |
| 3. _____ | 25. _____ |
| 4. _____ | 26. _____ |
| 5. _____ | 27. _____ |
| 6. _____ | 28. _____ |
| 7. _____ | 29. _____ |
| 8. _____ | 30. _____ |
| 9. _____ | 31. _____ |
| 10. _____ | 32. _____ |
| 11. _____ | 33. _____ |
| 12. _____ | 34. _____ |
| 13. _____ | 35. _____ |
| 14. _____ | 36. _____ |
| 15. _____ | 37. _____ |
| 16. _____ | 38. _____ |
| 17. _____ | 39. _____ |
| 18. _____ | 40. _____ |
| 19. _____ | 41. _____ |
| 20. _____ | 42. _____ |
| 21. _____ | 43. _____ |
| 22. _____ | 44. _____ |

JOB SKILLS - UNIT ONE

Worksheet # _____

Name: _____

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Your teacher will give you a list of names to alphabetize.

 Practice: Alphabetize the following lists.

SET 1

Alphabetize by

Then by

- | | | |
|----------|-------|-------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |
| 4. _____ | _____ | _____ |
| 5. _____ | _____ | _____ |
| 6. _____ | _____ | _____ |

The list as alphabetized:

- _____
- _____
- _____
- _____
- _____
- _____

SET 2

Alphabetize by

Then by

- | | | |
|----------|-------|-------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |
| 4. _____ | _____ | _____ |
| 5. _____ | _____ | _____ |
| 6. _____ | _____ | _____ |

The list as alphabetized:

- _____
- _____
- _____
- _____
- _____
- _____

