

Using an Encyclopedia

GRADE(S)	Intermediate
GOALS	Students will be able to utilize an encyclopedia effectively to gather information for research purposes.
ESSENTIAL QUESTIONS	Why would you use an encyclopedia? How do you use one?
STANDARD(S)	Library Scope and Sequence Standards 1, 2, 3 and 4.
MATERIALS	World Book Encyclopedia and Student Discovery Encyclopedia Worksheet #1 – Index (<i>B-11</i>) Worksheet #2 – Article (<i>B-8 to B10</i>) <i>See Appendix B-1 through B12</i> Worksheet #3 – Study Aids (<i>B-12</i>) Worksheet #4 – Special Features (<i>B-4 to B-5</i>)
DESCRIPTION	<ol style="list-style-type: none"> 1. LMS will discuss various sources to use to find information on a topic (Books, magazines, encyclopedias, internet web pages CD-ROM products, interviews, etc.). 2. LMS will introduce a general reference encyclopedia as a good first source. (Use World Book Encyclopedia as an example.) 3. LMS will discuss physical appearance – 22 volumes, lettered, numbered, ABC order, guidewords, and index and atlas in last volume. 4. Using worksheet #1, instruct on: <ol style="list-style-type: none"> a. Index contains all subjects/topics covered in the set b. ABC order c. Gives volume # and page # where information could be located d. Use Tooth (column 3) to explain a SEE reference e. Use Time (column 2) to explain a SEE ALSO reference f. Use Tiger as an entry example – 6 tiger entries; each entry explained; 1st entry is wild animal; information found in volumes 1, 3, 4, 11, and two in 12; main entry in bold print, volume 11/page 71. (By using index first, you are led to 5 articles besides the main article with information on your topic.) 5. Using worksheet #2, instruct on: <ul style="list-style-type: none"> • Guideword in upper right-hand corner • Article title in large, bold type • Illustration included • Article short and fact filled • Contains basic information • Related articles referenced at end • In some encyclopedias, author of article is noted at end (not here) 6. Using worksheet #3, instruct on:

	<ul style="list-style-type: none"> • In World Book Encyclopedia, a Study Aids page follows long articles • Refers you to related articles • Outline provides a review of the article • List questions to guide your research • Additional sources are books with more information on the topic <p>7. Using worksheet #4, instruct on Special Features of the World Book Student Discovery Encyclopedia: Read over 2-sided worksheet explaining and elaborating as necessary</p>
ASSESSMENT	Students will utilize information presented as they work on their research projects.