

# Dictionary Alphabet Guide

**a b c d e**

**f g h i j k**

## How to use this guide

- To find the word you are looking for you without wasting time and effort you need to have an intimate knowledge of how the alphabet is arranged.
- This guide provides a visual model of the alphabet, which helps to speed up the process of looking for new words in a dictionary.
- For example let's say you want to find the word **goal**. First letter is **g**, we turn to the first page in the **g** section. All words on the first page start with **ga**. If we scan down the **alphabet guide** we locate the letter **o**, which is some distance from the letter **a** on the alphabet guide. This allows us to zip quickly through the **g** section till we get to **go**.
- It should be then an easy task to find **goa**. The first word in this section is **goad**. Four or five words further along we should find **goal**.

**l m n o p**

**q r s t u v**

**w x y z**

Don't forget to use the **guide words** at the **top** of the dictionary. The guide words help you to locate your target word. The guide word at the top of the *left* side of the page repeats the **first** word, the guide word at the top *right-hand* page repeats the **last** word on that page.

If you use the alphabet guide correctly your word should be somewhere on the double page spread - between the first and last guide words.