## Contents

List of Skills, by Lesson v List of Skills, by Type ix Introduction for Students and Teachers xi **Part I Organizing Information** Lesson 1 Alphabetizing 3 Making and Interpreting Time Lines Lesson 2 Lesson 3 Outlining 21 Lesson 4 Other Shortcuts for Organizing Information Lesson 5 Review—Practicing Skills from Part 1 Part 2 Reading and Interpreting Illustrated Information Reading and Interpreting Maps Lesson 6 Reading and Interpreting Graphs Lesson 7 Reading and Interpreting Charts and Tables Lesson 8 Lesson 9 Review—Practicing Skills from Part 2 Part 3 Skills for Better Reading Lesson 10 Determining the Main Idea 85 Lesson 11 Types of Writing on Assignments and Tests 99 Lesson 12 Scanning and Skimming 111 Lesson 13 Vocabulary Strategies 124 Review—Practicing Skills from Part 3 Lesson 14

iv \_\_\_\_\_CONTENTS

## Part 4 Research Strategies

Lesson 15	Finding Information for Research 145
Lesson 16	Avoiding Plagiarism 155
Lesson 17	Review—Practicing Skills from Part 4 163
Lesson 18	Comprehensive Review—Practicing Skills
	from All Parts 170

## **Review**

Appendix A State Abbreviations 175

Appendix B Abbreviations for Geographical and
Directional Terms 176

Appendix C Proofreading Symbols and Abbreviations 178

Appendix D Temperature Conversion 181

Appendix E Weights and Measures 182

Answer Key 186