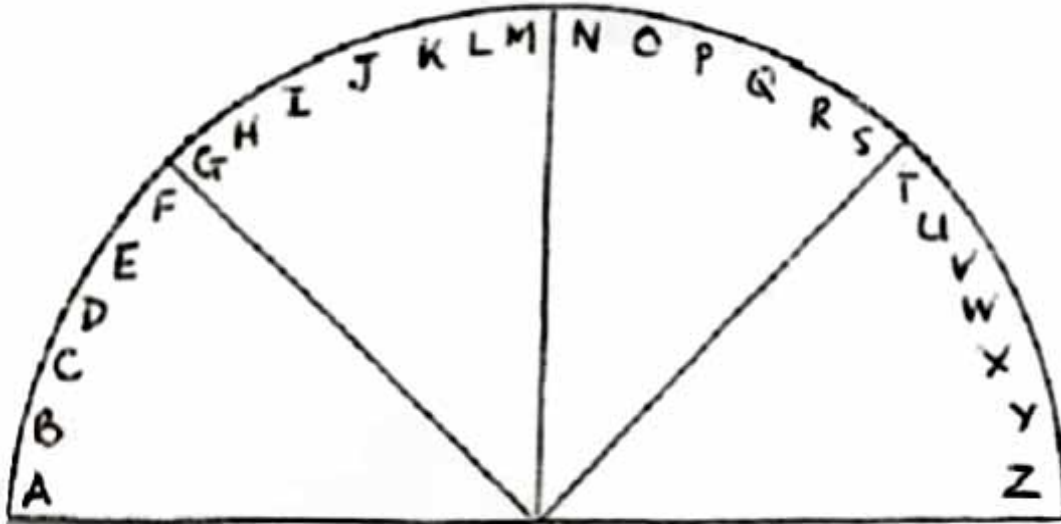


## The Alphabet Arc

<sup>1</sup>An aid for when you are using a dictionary, library, a filing system or any other time you need to know the alphabet.



Cut out the semi-circular shape. Fold it into quarters along the radial lines. Keep it in your pocket to refer to when you need it.

If you are looking for a word or a book or a file that, say, begins with a 'P' then you can see from the arc that it falls in the 3<sup>rd</sup> section. This will save you searching through the whole dictionary, library or filing cabinet until you come across the 'P's.

You can see that P comes between O and Q – so this will also help to locate the part you want.

Things arranged in alphabetical order use all the letters of the word. So 'picture' will be before 'postcard'. You can use the alphabet arc to help again until you finally track down what you are looking for.

People find the arc very helpful – it structures the search and gives them confidence.

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<sup>1</sup> Information collected by Vicki Goodwin and Bonita Thomson 2004