Contents

List of Skills, by Lesson  v
List of Skills, by Type  ix
Introduction for Students and Teachers  xi

Part 1  Organizing Information

Lesson 1  Alphabetizing  3
Lesson 2  Making and Interpreting Time Lines  11
Lesson 3  Outlining  21
Lesson 4  Other Shortcuts for Organizing Information  29
Lesson 5  Review—Practicing Skills from Part 1  40

Part 2  Reading and Interpreting Illustrated Information

Lesson 6  Reading and Interpreting Maps  51
Lesson 7  Reading and Interpreting Graphs  59
Lesson 8  Reading and Interpreting Charts and Tables  67
Lesson 9  Review—Practicing Skills from Part 2  76

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
Lesson 14  Review—Practicing Skills from Part 3  137
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