



**CRCT Content Descriptions
based on the Georgia Performance Standards**

**English/Language Arts
Grades 1 - 8**



Kathy Cox
State Superintendent of Schools
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Criterion-Referenced Competency Tests (CRCT)
Content Descriptions
English/Language Arts

Georgia law requires the development and administration of the CRCT in the content areas of Reading, English/Language Arts, Mathematics, Science, and Social Studies. Each spring students in grades 1 through 8 take the Reading, English/Language Arts, and Mathematics CRCT, while students in grades 3 through 8 also take the Science and Social Studies CRCT. These tests are designed to measure student achievement of the Georgia Performance Standards (GPS).

Program Purpose

The CRCT is designed to measure student acquisition and understanding of the knowledge, concepts, and skills set forth in the GPS. The testing program serves as a measure of the quality of education in the state. Reports yielding information on academic achievement at the student, class, school, system, and state levels are produced annually.

Mandated Grades for English/Language Arts

Grades 1 through 8 are mandated to participate in the English/Language Arts CRCT each spring.

CRCT Content Descriptions

The CRCT Content Descriptions are provided to acquaint Georgia educators with the content coverage of the CRCT. Only the knowledge, concepts, and skills reflected in the GPS will be assessed on the CRCT. Committees of Georgia educators reviewed the curriculum and provided guidance for the assessment program.

It is important to note that some curricular standards are better suited for classroom or individual assessment rather than large-scale, paper-pencil assessment. While those curricular standards designed for classroom/individual assessment are not included in the Content Descriptions, the knowledge, concepts, and skills outlined are often required for the mastery of the standards that are assessed. Therefore, the CRCT Content Descriptions are in *no way* intended to substitute for the GPS; they are provided to help educators better understand how the curriculum will be assessed. Further, the CRCT Content Descriptions, *by no means*, suggest *when* concepts and skills should be introduced in the instructional sequence; rather, its purpose is to communicate when concepts and skills will be assessed on the CRCT. Georgia law requires educators to teach the standards set forth in the state-adopted curriculum (i.e., the GPS). The GPS is located at <http://www.georgiastandards.org>.

English/Language Arts Content Domains

To provide reliable measures as well as structure to the assessment program, the curricular standards provided in the GPS were grouped into content domains. Each domain is comprised of standards with similar content characteristics. The domains for English/Language Arts are:

Grade 1

Grammar/Phonological Awareness/Phonics
Sentence Construction
Research

Grade 2

Grammar/Phonics
Sentence Construction
Research

Grades 3–8

Grammar/Sentence Construction
Research/Writing Process

Using the English/Language Arts CRCT Content Descriptions

The English/Language Arts CRCT Content Descriptions provide information about the content and skills assessed by the CRCT. The documents are organized by grade and content domain. The curriculum standards assessed in each domain are provided as are the related concepts, skills, and abilities assessed. It is important to note the differences between the GPS and the former curriculum. The GPS is a conceptual curriculum, requiring instruction be integrated; the concepts, knowledge, skills, and abilities described in this document should not be viewed as discrete or taught in isolation. Deep understanding by students, resulting in higher achievement, is best achieved when the full curriculum is taught in an integrated, conceptual fashion.

English/Language Arts

Grade: 1

Domain: Grammar/Phonological Awareness/Phonics

Domain Description

Grammar/Phonological Awareness/Phonics refers to students' achievement in using, identifying, and manipulating words as they relate to the formation of sentences and to the conventions of standard English.

Standards Associated with Domain

ELA1R2

ELA1W1

Associated Concepts, Skills, and Abilities

- Apply knowledge of phonological awareness by manipulating words and sounds, such as:
 - isolating beginning, middle, and ending sounds in single-syllable words
 - identifying onsets and rhymes in spoken one-syllable words
 - adding, deleting, or substituting target sounds to change words
 - distinguishing between long and short vowel sounds in spoken, one-syllable words
- Determine correct usage of parts of speech in sentences, such as:
 - nouns (singular and plural)
 - pronouns (personal and singular possessive)
- Determine correct spelling of grade-level words in the context of a sentence. Words will be based on the common rules of spelling, such as:

○ silent <i>e</i>	○ consonant-vowel-vowel-consonant
○ inflectional ending	○ diphthongs
○ <i>r</i> -controlled vowels	○ digraphs
○ blends	○ vowel digraphs
○ consonant-vowel	
○ consonant-vowel	
- Determine appropriate end punctuation, such as:
 - period
 - question mark
- Apply knowledge of appropriate capitalization, such as:

○ initial words	○ titles (Mr., Ms.)
○ personal pronoun <i>I</i>	○ friendly letter parts
○ common proper nouns, such as:	
• days of the week	• countries
• months	• streets
• cities	• proper names
• states	
- Determine appropriate use of a comma in a series of items

English/Language Arts**Grade: 1****Domain:** Sentence Construction**Domain Description**

Sentence Construction refers to students' achievement in using and recognizing the parts of a sentence that vary according to purpose and effect, and using the components necessary to demonstrate competency in the writing process.

Standard Associated with Domain

ELA1W1

Associated Concepts, Skills, and Abilities

- Distinguish between complete and incomplete sentences
- Determine appropriate use of subjects, verbs, and subject-verb agreement within sentences
- Evaluate and distinguish between different types of sentences, such as:
 - simple
 - compound
 - declarative (telling)
 - interrogative (asking)
- Combine two simple sentences

English/Language Arts**Grade: 1****Domain: Research****Domain Description**

Research refers to students' achievement in understanding the purpose of a variety of resources, research, and technology and using these resources.

Standards Associated with Domain

ELA1W1

ELA1R6

Associated Concepts, Skills, and Abilities

- Evaluate and determine the correct resource for a given situation and use information from a selected resource, such as:
 - picture dictionaries
 - Internet
 - books
 - table of contents
- Apply knowledge of dictionary and glossary skills

English/Language Arts

Grade: 2

Domain: Grammar/Phonics

Domain Description

Grammar/Phonics refers to students' achievement in using, identifying, and manipulating words as they relate to the formation of sentences and to the conventions of standard English.

Standard Associated with Domain

ELA2W1

Associated Concepts, Skills, and Abilities

- Determine correct usage of parts of speech in sentences, such as:
 - nouns (singular, plural, and possessive)
 - pronouns (singular personal, plural personal, and singular possessive)
- Determine correct spelling of grade-level words in the context of a sentence. Words will be based on the common rules of spelling, such as:
 - silent *e*
 - inflectional ending
 - *r*-controlled vowels
 - diphthongs
 - digraphs
 - vowel digraphs
 - blends
 - soft *c*, hard *c*
 - soft *g*, hard *g*
 - the letters *dge* make *j* sound
 - consonant-vowel-vowel-consonant
 - consonant-vowel
 - consonant-vowel
 - *i* before *e* except after *c*
- Determine appropriate use of end punctuation, such as:
 - period
 - question mark
 - exclamation mark
- Apply knowledge of appropriate capitalization, such as:
 - initial words
 - common proper nouns, such as:
 - days of the week
 - months
 - proper names
 - cities
 - states
 - countries
 - streets
 - personal pronoun *I*
 - titles
 - friendly letter parts

- Apply knowledge of appropriate use of a comma, such as:
 - in a series of items
 - in dates
 - after friendly letter greeting
 - in friendly letter closure
 - between cities and states
- Determine appropriate use of periods after grade-appropriate abbreviations
- Determine appropriate use of quotation marks

English/Language Arts**Grade: 2****Domain: Sentence Construction****Domain Description**

Sentence Construction refers to students' achievement in using and recognizing the parts of a sentence that vary according to purpose and effect, and using the components necessary to demonstrate competency in the writing process.

Standard Associated with Domain

ELA2W1

Associated Concepts, Skills, and Abilities

- Apply knowledge of transition words and phrases used in and between sentences
- Distinguish between complete and incomplete sentences
- Determine correct usage of subjects, verbs, and subject-verb agreement within sentences
- Combine two simple sentences
- Classify sentences with two subjects and/or two verbs

English/Language Arts**Grade: 2****Domain: Research****Domain Description**

Research refers to students' achievement in understanding the purpose of a variety of resources, research, and technology and using these resources.

Standard Associated with Domain

ELA2W1

Associated Concepts, Skills, and Abilities

- Evaluate and determine correct resources for a given situation and use information from a selected resource, such as:
 - encyclopedia
 - Internet
 - books
 - table of contents
 - glossary
 - dictionary
 - thesaurus
- Apply knowledge of dictionary and thesaurus skills

English/Language Arts

Grade: 3

Domain: Grammar/Sentence Construction

Domain Description

Grammar and Sentence Construction refers to students' skill in recognizing and applying standard rules of capitalization, punctuation, language usage, and correct standard spelling. This domain also refers to students' achievement in identifying and analyzing various sentence patterns, problematic sentences including sentence fragments and run-ons, and the basic parts of a sentence.

Standard Associated with Domain

ELA3C1

Associated Concepts, Skills, and Abilities

- Determine correct usage of parts of speech in sentences, such as:
 - subjects
 - verbs
 - adjectives
 - nouns (singular, plural, possessive)
 - pronouns (personal and possessive)
- Distinguish between sentences that have correct and incorrect subject/verb agreement
- Determine correct usage of contractions
- Analyze increasingly complex sentence structure by distinguishing between different types of sentences, such as:
 - simple sentences
 - sentences with compound subjects
 - sentences with compound verbs
 - compound sentences
- Distinguish between complete and incomplete sentences or fragments
- Determine appropriate use of capitalization skills, such as:
 - beginning of sentences
 - titles of address
 - proper nouns
- Determine correct spelling of grade-level words in the context of a sentence
- Apply knowledge of appropriate punctuation, such as:
 - end marks
 - commas
 - apostrophes
 - quotation marks

English/Language Arts

Grade: 3

Domain: Research/Writing Process

Domain Description

Research and Writing Process refers to students' skill in using and analyzing the purpose of research and technology, using resources to support the writing process, and evaluating the various strategies, styles, and purposes of written organization.

Standards Associated with Domain

ELA3W1

ELA3C1

Associated Concepts, Skills, and Abilities

- Analyze the organizational structure of a paragraph by determining the most appropriate pattern for a writing purpose, such as:
 - chronological order (sequence of events)
 - cause and effect
 - similarity and difference (compare and contrast)
 - posing and answering a question (question and answer)
- Analyze an appropriate focus and an organizational pattern for a paragraph/passage by determining purpose, genre, expectations, audience, length
- Evaluate different forms of writing to determine appropriate structures to ensure coherence, such as:
 - transition words/phrases (for sentences, paragraphs, passages, ideas)
 - bullets, subheading, numbering (for outlines)
- Evaluate sentences by determining specific sensory details to enhance descriptive effect, such as:
 - strong verbs
 - strong adjectives
- Evaluate sentences to include relevant examples, facts, anecdotes, and details appropriate to the audience
- Apply research knowledge by using the dictionary and thesaurus to support word choices
- Apply research knowledge by analyzing various reference materials to determine the appropriate source for a given situation and using information from a given source, such as:

○ Internet	○ glossary
○ books	○ encyclopedia
○ title	○ table of contents
○ chapter headings	○ index

English/Language Arts

Grade: 4

Domain: Grammar/Sentence Construction

Domain Description

Grammar and Sentence Construction refers to students' skill in recognizing and applying standard rules of capitalization, punctuation, language usage, and correct standard spelling. This domain also refers to students' achievement in identifying and analyzing various sentence patterns, problematic sentences including sentence fragments and run-ons, and the basic parts of a sentence.

Standard Associated with Domain

ELA4C1

Associated Concepts, Skills, and Abilities

- Determine simple and complete subjects and predicates and analyze the subject-predicate relationship in sentences (including subject-verb agreement)
- Determine correct usage of parts of speech in sentences, such as:
 - adjectives
 - nouns
 - verbs
 - adverbs
- Determine appropriate use of punctuation, such as:
 - end marks
 - commas
 - periods for abbreviations
- Apply knowledge of appropriate use of capitalization skills, such as:
 - common proper nouns
 - titles
 - proper adjectives
- Determine correct spelling of grade-level words in the context of a sentence, including commonly used homophones
- Analyze sentence structures by eliminating sentence fragments
- Analyze sentence structure by distinguishing between various sentence structures, such as:
 - simple
 - compound
 - exclamatory
 - interrogative
 - imperative
 - declarative
 - functional fragments

English/Language Arts

Grade: 4

Domain: Research/Writing Process

Domain Description

Research and Writing Process refers to students' skill in using and analyzing the purpose of research and technology, using resources to support the writing process, and evaluating the various strategies, styles, and purposes of written organization.

Standards Associated with Domain

ELA4W1

ELA4W2

ELA4W3

ELAW4

Associated Concepts, Skills, and Abilities

- Analyze the organizational structure of a paragraph by determining the most appropriate pattern for a writing purpose, such as:
 - chronological order (sequence of events)
 - cause and effect
 - similarity and difference (compare and contrast)
 - posing and answering a question (question and answer)
- Determine appropriate transitional structures that ensure coherence, such as:
 - transition words/phrases (between and within paragraphs, passages, and ideas)
 - numbering, subheadings, bullets (in outlines)
- Evaluate and determine relevant details and arguments
- Evaluate and determine extraneous and inappropriate details
- Determine appropriate supporting sentences, evidence, and details
- Distinguish between appropriate and inappropriate closing sentences
- Evaluate and determine repetitious information within a paragraph
- Reorganize sentences in a paragraph to achieve clarity
- Distinguish between and determine the purpose of organizational features of a text, such as:
 - preface
 - appendix
 - index
 - glossary
 - table of contents
- Analyze various reference materials by determining the appropriate source for a given situation and using information from a given source, such as:
 - Internet
 - encyclopedia
 - thesaurus
 - dictionary
 - almanac
 - atlas
 - magazines
 - newspaper
 - key words

English/Language Arts

Grade: 5

Domain: Grammar/Sentence Construction

Domain Description

Grammar and Sentence Construction refers to students' skill in recognizing and applying standard rules of capitalization, punctuation, language usage, and correct standard spelling. This domain also refers to students' achievement in identifying and analyzing various sentence patterns, problematic sentences including sentence fragments and run-ons, and the basic parts of a sentence.

Standard Associated with Domain

ELA5C1

Associated Concepts, Skills, and Abilities

- Revise paragraphs by combining sentences using proper conjunctions and punctuation to eliminate repetitious ideas
- Analyze sentences by determining verb phrases in simple, compound, and complex sentences and selecting verb phrases that maintain consistency in tense
- Analyze word use and syntax to determine the two parts of speech illustrated by the same word in two different sentences
- Analyze and differentiate between compound, complex, and compound-complex sentences
- Eliminate fragments and run-ons
- Demonstrate appropriate use of varied sentence structures through the use of prepositional phrases, transition words, and modifiers with correct punctuation
- Analyze sentences for misplaced and dangling modifiers
- Analyze the types of sentences by differentiating between the sentence types, such as:
 - interrogative
 - imperative
 - declarative
 - exclamatory
- Determine which sentences contain usage errors, such as:
 - subject-verb agreement
 - use of non-standard English
 - double negatives
- Determine appropriate use of punctuation, such as:
 - use of colon
 - quotation marks
 - apostrophe
 - end marks
 - comma
 - compound sentences
 - complex sentences
 - for clarity
 - compound-complex sentences
 - sentences

- Determine correct spelling of grade-level words and homophones in the context of sentence
- Determine correct usage of parts of speech in sentences, such as:
 - o verbs
 - o nouns
 - o adverbs
 - o adjectives
 - o prepositions
 - o conjunctions
 - o pronouns
 - o interjections

English/Language Arts

Grade: 5

Domain: Research/Writing Process

Domain Description

Research and Writing Process refers to students' skill in using and analyzing the purpose of research and technology, using resources to support the writing process, and evaluating the various strategies, styles, and purposes of written organization.

Standards Associated with Domain

ELA5W1

ELA5W2

ELA5W3

ELA5W4

Associated Concepts, Skills, and Abilities

- Analyze the organizational structure of a paragraph by determining the most appropriate pattern for a writing purpose, such as:
 - chronological order (sequence of events)
 - cause and effect
 - similarity and difference (compare and contrast)
 - posing and answering a question (question and answer)
 - narrative
- Apply knowledge of appropriate transition elements between paragraphs, passages, and ideas
- Analyze a paragraph and determine the main idea
- Evaluate and determine relevant details and arguments
- Evaluate and determine extraneous and inappropriate details
- Determine appropriate topic sentences and supporting sentences/details
- Determine correct point of view for a persuasive argument
- Distinguish between appropriate and inappropriate closing sentences
- Reorganize sentences in a paragraph to achieve clarity
- Evaluate and determine the best replacement for a word to increase clarity by using a thesaurus
- Analyze dictionary entries to determine the appropriateness of a specific word
- Demonstrate knowledge of research by analyzing the elements used within a research paper, such as:
 - citation
 - bibliographic entry
 - end notes/footnotes
 - appendix
- Demonstrate knowledge of research by analyzing reference sources used to support writing, such as:
 - Internet
 - magazines
 - encyclopedia
 - newspaper
 - almanac
 - key words
 - atlas
 - book parts

English/Language Arts

Grade: 6

Domain: Grammar/Sentence Construction

Domain Description

Grammar and Sentence Construction refers to students' skill in recognizing and applying standard rules of capitalization, punctuation, language usage, and correct standard spelling. This domain also refers to students' achievement in identifying and analyzing various sentence patterns, problematic sentences including sentence fragments and run-ons, and the basic parts of a sentence.

Standard Associated with Domain

ELA6C1

Associated Concepts, Skills, and Abilities

- Determine correct usage of the eight basic parts of speech in sentences, such as:
 - nouns
 - pronouns
 - adjectives
 - verbs (types, forms, phrases)
 - adverbs
 - prepositional phrases
 - conjunctions
 - interjections
- Determine correct usage of basic sentence structures and construction, such as:
 - subject
 - predicate (nouns and adjectives)
 - verb
 - object (direct and indirect)
- Analyze and differentiate between simple, compound, complex, and compound-complex sentences
- Eliminate fragments and run-ons
- Determine appropriate use of punctuation, such as:
 - use of colon
 - quotation marks
 - apostrophe
 - comma and semicolon
 - compound sentences
 - complex sentences
 - compound-complex sentences
 - appositives
 - words in direct address
- Apply knowledge of appropriate use of capitalization skills, such as:
 - common proper nouns
 - titles
 - proper adjectives
 - direction as region
- Determine correct spelling of grade-level words in the context of a sentence

English/Language Arts

Grade: 6

Domain: Research/Writing Process

Domain Description

Research and Writing Process refers to students' skill in using and analyzing the purpose of research and technology, using resources to support the writing process, and evaluating the various strategies, styles, and purposes of written organization.

Standards Associated with Domain

ELA6W1

ELA6W2

ELA6W3

ELA6W4

Associated Concepts, Skills, and Abilities

- Analyze the organizational structure of a paragraph by determining the most appropriate pattern for a writing purpose, such as:
 - chronological order (sequence of events)
 - cause and effect
 - similarity and difference (compare and contrast)
 - posing and answering a question (question and answer)
- Determine appropriate transition elements between paragraphs, passages, and ideas
- Evaluate and determine extraneous and inappropriate details
- Evaluate and determine appropriate and inappropriate closing sentences
- Determine appropriate topic sentences and supporting sentences/details
- Reorganize sentences in a paragraph to achieve clarity
- Demonstrate knowledge of electronic media for research purposes by analyzing common features of electronic text, such as:
 - electronic bulletin boards
 - databases
 - keyword searches
 - e-mail addresses

English/Language Arts

Grade: 7

Domain: Grammar/Sentence Construction

Domain Description

Grammar and Sentence Construction refers to students' skill in recognizing and applying standard rules of capitalization, punctuation, language usage, and correct standard spelling. This domain also refers to students' achievement in identifying and analyzing various sentence patterns, problematic sentences including sentence fragments and run-ons, and the basic parts of a sentence.

Standard Associated with Domain

ELA7C1

Associated Concepts, Skills, and Abilities

- Analyze and differentiate between simple, compound, complex, and compound-complex sentences
- Eliminate fragments and run-ons
- Analyze sentences for misplaced modifiers
- Differentiate between adequate and inadequate sentence combinations and revisions
- Analyze and differentiate between adjective and adverb clauses
- Evaluate correct agreement in sentences, such as:
 - subject-verb agreement
 - pronoun-antecedent agreement
- Apply consistent verb usage, such as:
 - regular forms
 - irregular forms
 - simple tenses
 - perfect tenses
- Determine correct usage of positive, comparative, and superlative forms of adjectives (regular and irregular) and adverbs
- Determine appropriate use of punctuation, such as:
 - use of colon
 - quotation marks
 - apostrophe
 - comma and semicolon
 - compound sentences
 - complex sentences
 - compound-complex sentences
 - split dialogue
 - for clarity
- Apply appropriate use of capitalization skills, such as:
 - common proper nouns
 - titles
 - proper adjectives
 - direction as region
- Determine correct spelling of grade-level words in the context of a sentence, including commonly confused homonyms

English/Language Arts

Grade: 7

Domain: Research/Writing Process

Domain Description

Research and Writing Process refers to students' skill in using and analyzing the purpose of research and technology, using resources to support the writing process, and evaluating the various strategies, styles, and purposes of written organization.

Standards Associated with Domain

ELA7W1

ELA7W2

ELA7W4

Associated Concepts, Skills, and Abilities

- Analyze the organizational structure of a paragraph by determining the most appropriate pattern for a writing purpose, such as:
 - chronological order (sequence of events)
 - cause and effect
 - similarity and difference (compare and contrast)
 - posing and answering a question (question and answer)
- Determine appropriate transition elements between paragraphs, passages, and ideas
- Evaluate and determine extraneous and inappropriate details
- Evaluate and determine appropriate topic sentences and supporting sentences/details
- Distinguish between appropriate and inappropriate closing sentences
- Reorganize sentences in a paragraph to achieve clarity
- Evaluate and determine correct inclusion of new paragraphs
- Apply strategies of note taking, outlining, and summarizing, such as:
 - employing note cards effectively
 - creating effective outlines based on text
 - developing summary sentences based on text
 - discriminating between necessary and extraneous details

English/Language Arts

Grade: 8

Domain: Grammar/Sentence Construction

Domain Description

Grammar and Sentence Construction refers to students' skill in recognizing and applying standard rules of capitalization, punctuation, language usage, and correct standard spelling. This domain also refers to students' achievement in identifying and analyzing various sentence patterns, problematic sentences including sentence fragments and run-ons, and the basic parts of a sentence.

Standard Associated with Domain

ELA8C1

Associated Concepts, Skills, and Abilities

- Determine correct pronoun usage according to gender and case, such as:
 - nominative
 - objective
 - possessive
 - reflexive
 - indefinite
- Analyze and differentiate between simple, compound, complex, and compound-complex sentences
- Eliminate fragments and run-ons
- Analyze sentences for misplaced and dangling modifiers
- Analyze sentences containing usage errors, such as:
 - subject-verb agreement
 - use of non-standard English
 - double negatives
- Determine appropriate use of punctuation, such as:
 - use of colon
 - quotation marks
 - apostrophe
 - comma and semicolon
 - compound sentences
 - complex sentences
 - compound-complex sentences
 - split dialogue
 - for clarity
- Apply knowledge of appropriate use of capitalization skills, such as:
 - common proper nouns
 - titles
 - proper adjectives
 - direction as region
- Determine correct spelling of grade-level words in the context of a sentence
- Analyze and differentiate between the structures of a sentence, such as:
 - basic sentence parts
 - noun-adjective-adverb clauses and phrases

- Determine correct usage of parts of speech in sentences, such as:
 - verbs (tenses, phrases, forms)
 - nouns
 - adverbs
 - adjectives
 - prepositions
 - conjunctions
 - interjections

English/Language Arts

Grade: 8

Domain: Research/Writing Process

Domain Description

Research and Writing Process refers to students' skill in using and analyzing the purpose of research and technology, using resources to support the writing process, and evaluating the various strategies, styles, and purposes of written organization.

Standards Associated with Domain

ELA8W1

ELA8W2

ELA8W4

Associated Concepts, Skills, and Abilities

- Analyze the organizational structure of a paragraph by determining the most appropriate pattern for a writing purpose, such as:
 - chronological order (sequence of events)
 - cause and effect
 - similarity and difference (compare and contrast)
 - posing and answering a question (question and answer)
- Determine appropriate transition elements between paragraphs, passages, and ideas
- Evaluate and determine relevant details and arguments
- Evaluate and determine extraneous and inappropriate details
- Determine appropriate topic sentences and supporting sentences/details
- Distinguish between appropriate and inappropriate closing sentences
- Reorganize sentences in a paragraph to achieve clarity
- Determine correct point-of-view
- Demonstrate knowledge of research by analyzing primary and secondary sources used to support writing, such as:
 - Internet
 - encyclopedia
 - thesaurus
 - almanac
 - atlas
 - magazines
 - newspaper
 - key words
 - book parts