The month of June is rapidly approaching, and with June comes graduation. Betina is eagerly looking forward to getting her degree in electrical engineering. But, when she gets out of college she will need a job. Where should she start looking? One good place is the classified ads section of a big newspaper or an Internet employment website. In either place, she can find job ads for engineers listed after those for editors but before those for estimators.

Newspapers and websites classify their ads because classifying is an efficient means of arranging or organizing information. It is a two-step process that involves:

1. **Grouping** things that are alike or that have something in common.
2. **Listing** each group under a particular heading.

For example, suppose you were to read an article on Detroit’s “Big Three” auto manufacturers and some of the cars each company produces. You could organize the information by classifying it the following way.

<table>
<thead>
<tr>
<th>General Motors</th>
<th>Ford</th>
<th>Chrysler</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buick</td>
<td>Ford</td>
<td>Chrysler</td>
</tr>
<tr>
<td>Cadillac</td>
<td>Lincoln</td>
<td>Dodge</td>
</tr>
<tr>
<td>Chevrolet</td>
<td>Mercury</td>
<td>Jeep</td>
</tr>
</tbody>
</table>

Notice that in the lists above, the different makes of cars are grouped according to manufacturer. They are also listed under the name of the appropriate manufacturer. The name serves as a heading for that particular group. Notice too that the cars are listed in alphabetical order. Listing items alphabetically is not absolutely necessary in classifying, but it is helpful.

While classifying is a useful way to organize items that fall into different classes or divisions, it is also helpful for organizing facts.

In an article about the Coca-Cola™ Company, three men in particular are said to have been responsible for the Coca-Cola success story. They are John S. Pemberton, Asa G. Candler, and Robert W. Woodruff. Some of the important facts pertaining to each have been classified below:

- **Pemberton**
  - Was an Atlanta wholesale-retail druggist
  - Invented Coca-Cola in 1886
  - Spent more on advertising than he made in profits and thereby set a precedent

- **Candler**
  - Was an Atlanta druggist
  - Said to be the man who “made” the company
  - Successfully negotiated to acquire 100 percent interest in Coca-Cola by 1891
  - Founded the Coca-Cola™ Company as a Georgia corporation in 1892

- **Woodruff**
  - Reorganized the company and made it a worldwide corporation
  - Responsible for new concepts and innovations
  - Became president of company in 1923
  - Exercised dominance to get Coca Cola bottled and sold outside the United States.

When you classify information, you organize it in such a way that it becomes easier to remember.
1. The high school subjects listed below can be grouped into three different classes. Use the lines under the headings to classify the information (it is not necessary to list items in alphabetical order).

<table>
<thead>
<tr>
<th>Languages</th>
<th>Sciences</th>
<th>Liberal Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music</td>
<td>Biology</td>
<td>Literature</td>
</tr>
<tr>
<td>Spanish</td>
<td>Chemistry</td>
<td>Physics</td>
</tr>
<tr>
<td>History</td>
<td>Art</td>
<td>Russian</td>
</tr>
<tr>
<td>Italian</td>
<td>Biology</td>
<td>Languages</td>
</tr>
<tr>
<td>Astronomy</td>
<td>Art</td>
<td>Sciences</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Literature</td>
<td>Liberal Arts</td>
</tr>
</tbody>
</table>

2. Read the following passage. Classify the information presented in the text.

The section of the ocean called the upper waters extends to a depth of 600 feet and enjoys bright sunlight. In the upper waters, fast-swimming fish such as the marlin and tuna can be found. The largest kinds of fish, including the giant manta ray, also live at this level.

The midwaters go down to a depth of 3,000 feet. This level gets only dim sunlight. One of the inhabitants of the midwaters is the oarfish, which grows as long as 50 feet. However, most of the fish found at this level are less than six inches long. Like the lantern fish and hatcher fish that live here, most midwater fish have light-producing organs.

At the level called the depths, there is little or no sunlight. The waters are always cold and almost totally dark. They extend from the lower midwaters all the way down to the ocean floor. Anglerfish and many other species with a large mouth and sharp teeth live in the lower midwaters. The rattail and the tripod fish can be found living near the ocean floor.
There are three main types of glaucoma. The most dangerous is called closed-angle glaucoma. It comes on very suddenly. And, unless it is treated quickly, it may cause blindness in just 24 hours.

An attack of this kind of glaucoma causes pain. The victim’s sight becomes blurred, and he or she sees hazy rings around bright lights. Most of the time, the high eye pressure can be brought down quickly when certain drugs are given. Sometimes a simple operation may be performed. A bit of the colored part of the eye is cut out. This allows eye fluids to drain even when the pupil is dilated.

Open-angle glaucoma is another type. This is the most common form of the disease.

Open-angle glaucoma does not strike suddenly. What happens is that eye pressure increases, little by little, over months or years, and the victim’s sight grows dim around the outside of his field of vision. He ends up getting “tunnel vision.” That is, he can see only straight ahead, as if he were looking out of a tunnel.

The problem with this kind of glaucoma is that it works so slowly and painlessly that it may not be noticed until it is too late. Once the disease is noticed, however, it can be treated, and no more damage may occur. But if vision has already been lost, it cannot be brought back.

Doctors think that this kind of glaucoma runs in some families. So if a member of your family has it, you should have your eyes checked. Yearly visits to an eye doctor are the best way to protect yourself.

Congenital glaucoma is another form. A baby is born with it, or may get it during the first two years of life.

This kind of glaucoma is very serious. It can damage a young child’s eyes in a week’s time. Once it is recognized, an operation is done to prevent complete blindness.