

Content

1. Preview the table of contents to get a sense of the book's contents
2. Find the following and write a brief explanation of their purpose:
  - Table of contents
  - Contributors/Authors
  - Copyright page
  - Acknowledgements
  - Preface
  - Introduction
  - Foreword
  - Glossary
  - Appendices (all of them)
  - Bibliography
  - Index

Types of Text

3. Skim through the book and make a list of all the different types of documents or types of text you will have to read (include graphic texts like graphs, maps).

Sidebar and Pull Boxes

4. Find examples of pull out boxes or sidebars. What kind of information appears in these? Are they standardized throughout the book (e.g., "Profiles in History," "Science in the Workplace")

Feature: Type Faces and Styles

5. Find examples of different type faces and styles. Write down the examples and where they appear (e.g., large, bold type for chapter titles (e.g., 24 point font), 18 point font for subheadings throughout the chapter).
6. Look specifically for bold faced and italicized words. How does this book use bold-faced type? What does it mean when they use italicized words?

Feature: Color

7. Does the textbook use color to convey information (e.g., what does it mean when you see words in red ink on the page?)

Feature: Symbols and Icons

8. Does the textbook use symbols or icons to convey information? (e.g., if you see an icon with a question mark in it, what does that mean? Are you supposed to do something, like ask a question? Does it mean this is a potential test question? Or is it a link to a theme running throughout the book?)

Features: Images and Graphics

9. What kind of information accompanies illustrations or images? Find examples of a map, chart, and a photograph and then look for captions or sidebars that explain or discuss the image. How is the image identified (e.g., Figure 2.6)?

Organization

10. Create an outline that describes how chapters are organized. Here is an oversimplified example to get you started:
  - 1) Unit Title
    - a) Overview
    - b) Objectives

- c) Terms to Know
- d) Timeline
- 2) Section Header (24 Point bold)
  - a) Introduction
  - b) Subheadings
- 3) End of Chapter Review
  - a) Section review questions
  - b) Unit Review
  - c) Study questions
  - d) Etc.

Navigation: Headers and Footers

11. Look at the top and bottom of the pages of the book. These are called the header and footer. What kind of information is contained in this space? What do you notice as you flip through 50 consecutive pages (e.g., does the content of the header or footer change? If so, in what way, for what purpose?)

Testing! Testing!

12. Imagine you must now prepare for a big test. What features of this book would help you to prepare for that test? (Hint: Do not limit your answer to the practice of study questions).

Note-making Strategies

13. Cornell notes or outline notes would probably help you the most while reading this book. Read a page and create an example for yourself of what good notes for this book will look like.

Necessary Skills

14. Identify the skills needed to read this book. Make a list, beginning with the section in the book that provides different skills workshops.

Reading Speed

15. While your teacher times you, read one page of the book, taking notes as you normally would while reading it for homework. How long did that take you? Now do the math: Your teacher tells you to read the opening section for tomorrow and this section is 13 pages long. How much time do you need to allot for your homework in this class?

Concerns

16. After familiarizing yourself with this textbook, you may have concerns or questions. Getting these answered up front might help you read the textbook with greater success and confidence. Take this time to list any concerns you might have (e.g., reading speed, vocabulary).

Solutions

17. Use this table to identify some strategies you can use if you get stuck when reading:

<b>If</b>	<b>Then</b>	<b>So</b>
You get stuck	Re-read the passage	You can clear up confusion or identify the source of your confusion
You get confused	Identify the source of the confusion	You know what to ask help with or where to focus your attention.