Know Your Text

Title Page:
- Title- It is significant.
- Authors/editors- Gives background information.
- Copyright date- Tells when the book was written, how current the information included can be.
- Edition number- Tells which version the text is, often textbooks are revised and updated annually.

Preface: This may be the only time that the author talks directly to you. The author may include his or her purpose for writing the book, as well as his or her goals, and biases. The scope and limitations of the book may be mentioned. Hints on using the special features of book may be included.

Table of Contents: It is a general outline, found at the beginning of the book. Oftentimes the subheadings of each chapter may be listed.

Index: The index is found at the end of a book. Subjects in the book are listed in alphabetical order. It is helpful to locate specific information in the book.

Glossary: The glossary follows the main text. The pronunciation and definitions are given for specific words found in the text. Definitions in the glossary are specific to the context of text, and more directly applicable than the wide variety provided in dictionary. If the text does not have a glossary, be aware of the system the author uses to define words.

Appendix: These are resources that may be helpful for you to use with the text. Sometimes mini-lessons in necessary basic skills are included, or tables and charts.

Bibliography: List of references. It can be a valuable guide for you if you want to learn more about a subject that is in the text or if you want to find resources for a paper. (If there is no bibliography, where did the author list his or her references? Possibly, at the end of each chapter.)

Chapter Analysis: Be aware of the many aids that an author uses to enhance your comprehension. There may be introductory material and/or summaries, learning objectives, chapter outlines, subheadings, italicized words, boxed material, colored or bold type, illustrations, tables, charts and graphs. The references and the footnotes also aid in comprehension.