

# USING TEXTBOOKS

## DEALING WITH A NEW TEXT

When you receive a new textbook, there are several things you should do automatically to help you make best use of it.

- **Look at the front:**

- **Consider** the title and what it tells you.
- **Read** and think about the table of contents.

This will show you the overall organization of the course and help identify what's important. . It will get you interested in the material.

- **Glance** over any preface to see what the book aims to do.

- **Look in the back:**

- **Glance** at the index. This is a listing of subject and pages upon which they can be found. You can tell from the percentage of known and unknown words how difficult the text will be for you.
- You can see with great precision what the course is concerned with.
- You can look up specific items of interest.
- As a review for tests, you can easily look up unknown items since the page number is given.
- Is there a glossary listing unknown words and their definitions? The main concern of many courses is to teach the vocabulary of the subject. This is a vital section, not something to be ignored.
- Make a note of the glossary page number and undertake to study and learn these words during the term. Use this during time between classes-time which might otherwise be wasted.
- Determine what other possibly useful materials are in the back-**before** you need them. You don't have to read them now; just know that they exist .
- Determine how a typical chapter is constructed. (All of the other chapters will be put together the same way.
- Use this knowledge when you have a reading assignment. Structure your approach accordingly.

### LITERACY INVOLVES:

Talking      Listening      Reading      Writing