



Literacy at Hartford Public High School

March 20, 2006
Volume 3 Number 27

What's in a Textbook?

From Reader's Handbook, Great Source

Glossaries:

A glossary is a mini-dictionary, listing the specialized terms of the subject you are studying. Glossaries are usually located at the end of a textbook but before the index. A word that is printed in boldface in the text will be included in the glossary. The words are arranged alphabetically, as in all dictionaries. Usually, every word in the glossary is defined when it is first used in the text. Often, a word in a glossary will include the page in the text where the word is first used. Rather than looking back in the text for the word, it is easier to use the glossary as you continue reading.

Indexes:

The index is at the very back of a textbook, after the glossary. It is a listing of every important idea, term, definition, person, and place mentioned in the text, telling the pages on which it is found. The listing is arranged in alphabetical order. If you use a computer, you know what a search engine is. Indexes are search tools that are located at the end of a book. An index is very useful when you are looking for specific terms or names.

Maps:

Maps are visual representations of an area. Maps can show different things. Some show political boundaries, such as borders separating countries. Others show natural features such as lakes, rivers, and seas. The title of a map tells the main idea. The legend—or map key—tells you what the different symbols mean. As you read a map, try to put into your own words what the map is showing you.

Photos and Illustrations:

Photos and illustrations can give you a quick idea of what you will find in a chapter. They both tell you quickly what it might take many words to explain. The text below or next to the photo or illustration is called the *caption*. A caption explains the reason the photo or illustration has been included. A caption will also describe the content of a photo or illustration. Photos and illustrations in a textbook not only add visual interest but also emphasize important points. You will use them to find out the content of a chapter.

Graphic Organizers

Using various types of graphic organizers with your students will help them to visualize what they have read, organize their thoughts in a coherent way, and provide them with a valuable tool for studying. You might wish to work with some of the following types of organizers.

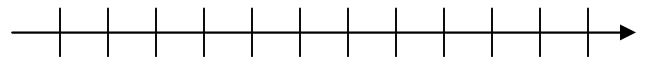
Four-Column Chart:

Write headings for each column. Add details to each column.

Topic:			
Heading	Heading	Heading	Heading

Time Line:

Add dates for each event in time order from left to right along the line. Add details along the line.



E Chart:

Write the main idea on the left line. Write details that support on each line of the "E."

