



Literacy at Hartford Public High School

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What's in a Textbook?

From Reader's Handbook, Great Source

Special Features:

Various features are used to elaborate on the text or to make the text easier to understand.

- A **sidebar** is a short article that deals with a sidelight of the text. It usually supports or expands a point made in the actual text and is set off by being put in a separate box.
- A **pullout box** is used to provide additional information related to a photo or illustration. It is more detailed than a caption.
- **Symbols** and **icons** are small illustrations used to call attention to a recurring feature in a textbook.
- **Color** is used for visual interest, to make charts and graphs easier to read, and to make some type stand out.

Study Questions and Reviews:

Most textbooks include study questions and reviews. These are usually placed at the end of each chapter. They may reflect the purpose-setting questions, if any, at the beginning of the chapter. But, they are usually more detailed, focusing on key terms, main ideas, and critical thinking.

These questions and review at the end of the textbook chapter help you recall and remember information and often ask you to apply what you know.

Table of Contents:

The table of contents is located in the first few pages of a textbook. It is a general outline or overview of the contents of the book. As you look over it, you will see the topics you'll be reading about and how they're organized.

A table of contents provides an excellent study guide. In fact, with some tables of contents, you can copy the them directly into your notebook in outline form.

The table of contents is a list of the major chapters and parts of a book, including the page number on which each section can be found. The purpose of the table of contents is to help you find specific sections of the book quickly and easily.

Timelines:

A timeline is a certain kind of chart that shows a sequence of events within a certain time frame.

Timelines include a printed line the represents a certain length of time. This line is divided into smaller time units, along which historical events are listed in order at the point they occurred. Sometimes, timelines include photos or art appropriate to a particular period.

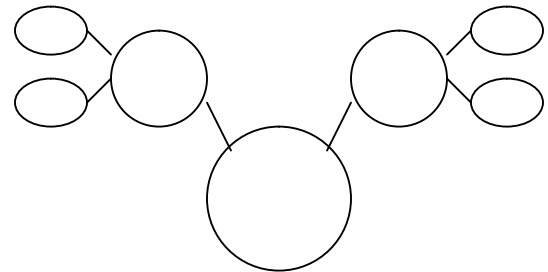
A timeline can help you preview or review a lesson, understand a sequence of events, and help fix dates in your mind.

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.

Cluster / Word Web:

Write your topic in the center circle and add details in the smaller circles. Add more circles if you need them



Sequence Chart:

List steps or events in time order.

Topic:
First
Next
Then
Following this
Next
Last

Tic-Tac-Toe Chart:

List your topic and then fill in details in each section.

Topic _____
