

# Using a Textbook

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## Look in the front of the book:

- Read and think about the *Table of Contents* which will
  - (a) show you the overall organization of the textbook,
  - (b) help you identify what is important and
  - (c) get you interest in the material
- Consider the *Title*. This is often a significant statement about the book's point of view.

## Look in the back of the book:

- Glance at the *Index* which is a listing of subject and the pages where they can be found. You can look up specific items more efficiently in an index rather than skimming through a table of contents which lists general topics.
- Check to see if there is a *Glossary* listing words and their definitions. An important part of many courses is to teach the vocabulary of the subject. Make use of the glossary. One study suggestion is to use the glossary to study and learn important vocabulary for the course; this is faster than searching through pages in the body of the book.
- Determine what other useful materials are in the back of the book. You don't have to read them right away; just be aware that they exist in case you might need them later in your studies.

## Determine how a typical chapter is constructed:

- All of the chapters will be put together that same way. If one chapter has a summary, they all will, if one chapter has questions, they all will.
- Structure your reading and study approaches according to how the information is presented in the chapters.