Previewing a Textbook

1. Title

2. List at least three questions or thoughts the title suggests to you.
   a. 
   b. 
   c. 

3. Who is the author (editor)? Do you know anything about the author?

4. When was the book published?

5. Preview Table of Contents
   a. What is the general organization of the book?
   b. What is the basis for organization?
   c. Any special resource material or aid (e.g., Glossary, Bibliography, or Appendix)?

6. Preface/Introduction:
   a. To whom is the book directed?
   b. What are the author's purposes?
   c. Has the author indicated the scope or limitations of the book? Explain.
   d. Has the author indicated his/her point of view? Explain.
   e. Does the author suggest how the book can be used? Explain.

7. Look through two chapters in the book and check any of the following aids used:
   _____ headlines  _____ study questions
   _____ subheadings  _____ assignments
   _____ italics  _____ graphs, charts
   _____ summary  _____ pictures
   _____ footnotes  _____ other ____________________  
   _____ bibliography

8. What will be your purpose in reading the book?