

Parts of the Book

Non-fiction books (library books you will use to find information about your topic) are structured in a way that allow you to easily decide if the book contains the information you are looking for and, if it does, find the information that you need.

Front Cover

The first pieces of useful information are on the front cover. The front cover tells you the title of the book and the author. If the title sounds like it might be relevant to your research question, then you should have a look at the book's title page.

Title Page

The title page tells you additional information about a book such as when and where it was published. If you use this book in your research, you will need this information in your bibliography.

Table of Contents

The table of contents in a book will help you to find the names of the chapters of the book and the page number where each chapter begins. Each chapter of the book will have a name and usually has a chapter number. The table of contents is **in chronological order**, meaning the chapters are listed in the order they are presented in the book.

Glossary

Some books have a glossary at the beginning or end of each chapter or, more commonly, at the back of the book. The glossary will give definitions for the difficult or unusual words used in the book. The glossary can help you to understand your reading and will make it easier for you to learn and study the information because you don't need to refer to the dictionary to find the meanings of the new words.

Index

The index is located at the back of the book. It is a **list in alphabetical order** of all the topics discussed in the book and which page numbers to find the information on. So if you want to find information about volcanoes, flip to the back of the book, find 'V' in the index, and then check if 'volcanoes' are one of the topics listed in the index. The index is usually more detailed than the table of contents so this is a better place to go to check if a book has specific information you are looing for.

Take a few minutes to review a book and see if you can find all the parts listed above. Locating information can be easy and fun.

Quiz

ANSWER THE FOLLOWING:

1. Which part of a book gives you meanings of words used in a book?

a. table of contents	b. glossary
c. index	d. title page

2. Where can you find information about the publisher and copyright date of a book?

a. glossary	b. title page
c. index	d. table of contents

3. Which of the following is NOT true about the table of contents page?

- a. The table of contents has the page number where each chapter begins.
- b. The table of contents will have the names of each chapter listed and the chapter number.
- c. The table of contents has meanings of words.
- d. None of the above

USE THE TABLE OF CONTENTS BELOW TO ANSWER THE QUESTIONS:

YOUR HEALTH AND YOU	
1. About Your Body and How it works	p. 18-36
2. Eating Healthy Foods For Health	p. 37-59
3. Safety and You	p. 60-75
4. Guarding Against Disease	p. 76-92
5. Health and Our World	p. 93-108
6. Exercise and Health	p. 109-123

1. How many chapters are there in this book?

a. 5	b. 6
c. 3	d. none of these

2. What is the title of the third chapter?

a. Exercise and Health	b. Health and Our World
c. Safety and You	d. none of these

3. What pages can you find information about how to protect yourself from becoming ill?

a. 109-123	b. 60-75
c. 37-59	d. 76-92

4. What chapter has information on how your body functions?

a. chapter 3	b. chapter 6
c. chapter 1	d. chapter 5

USING AN INDEX FOR INFORMATION

Use the index below to help you answer the questions.

Basketball

Basketball quiz	p.211-223
College Teams	p.172-182
Equipment	p.98-112
Famous Players of the NBA	p.309-345
History	p.1-26
Rules of the Game	p.27-39
Teams in Europe	p.114-171
Teams in the US	p.184-208
Women Players	p.224-266

ANSWER THE QUESTIONS:

1. What is the author's purpose of this writing?

a. inform	b. persuade
c. entertain	d. none of these

2. What information can you find on pages 27-39?

a. Teams in Europe	b. Teams in the US
c. Rules of the Game	d. Equipment

3. What pages will you most likely find information about Michael Jordan?

a. 224-266	b. 309-345
c. 98-112	d. none of these

4. Information about how basketball came to be a sport can be found on pages _____.

a. 224-266	b. 98-112
c. 172-182	d. 1-26

5. What pages will give you information about basketball teams in Europe?

a. 211-223	b. 114-171
c. 184-208	d. none of these

6. What pages will give you a basketball quiz to take?

a. 172-182	b. 309-345
c. 211-223	d. none of these

8. Now take a book (it can be a book from the library or even a textbook) and make a

couple of questions similar to the ones above. Then give your book to a partner and ask him or her to answer your questions.

9. Yay! Using the index, you have found out that this book does have the information you are looking for. What will you do next? Will you use scanning, skimming or both to do this?

Once you have found the information you are looking for, you are ready to take notes!