



USING THE PARTS OF A BOOK

By Linda Owens

A content book or a book of information has many parts. The title page of a book has the information about when and where the book was published. It will give you the name of the author. It will tell you the copyright date or the date the book was written or published.

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 glossary of a book will give meanings to words used in the book. Vocabulary words or new words in the book will be here. The glossary can help you to understand your reading and will make it easier for you to learn and study the information.

The index of a book is very valuable to learners. You will find a listing of each topic in the book, names of people, maps in the book, or any other information in the book listed here. This listing will be in alphabetical order and will have the page number in the book where you can find the information you are looking for. This is very helpful to learners.

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

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 these

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

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