TEXTBOOK FEATURE ANALYSIS

Guidelines: This activity will help you explore the textbooks for any class. Analyzing the book in this way will show you how the textbook works, what it consists of, and how these elements are organized and interact with each other. Look at the feature to the left and write down your examples/details/comments to the right.

Features	Details/Examples
Table of Contents How many chapters are in the book? How are they organized? Does the table of contents include anything beyond the chapter titles and their page numbers? Make a brief outline.	
Types of Text Scan the book to make a list of all the documents/text types that you'll have to read (including graphics like charts, graphs, maps, images, etc.).	
Sidebars and Pull Boxes Find and write down examples of pull-out boxes or sidebars. What kind of data do they present? Do they show the same pattern throughout the book (e.g., "Profiles in History")?	
Typography Focus on typefaces and styles. Find different examples. Record the examples and where you found them (e.g., 24-point font, bold, for chapter titles; 18-point font for subheadings). How does this book use fonts? What do the words **bold** and *italicized* mean?	
Color Is color used to convey certain information? For example, what does it mean when you see words in red/blue ink?	
Symbols and Icons Does the textbook use special symbols/icons to convey information? (e.g., What does an icon with a question mark mean? Are you supposed to ask or answer a question? Is it a link to a theme in the book?)	

TEXTBOOK FEATURE ANALYSIS

Images and Graphics What captions accompany illustrations or images? Find examples of a map, chart, and photograph and then look for captions or sidebars that explain or discuss the image. How is the image identified (e.g., Figure 2.6)?	
Navigation: Headers and Footers Examine the header and footer (top and bottom) of the pages. What information do they show? Do these features change throughout the book? If so, in what way and for what purpose?	
Resources Look in the back of the textbook and find the list of resources. Think of when you might use them.	
Testing Imagine you are preparing for a test. What features of this book would help you prepare for it? (Hint: Don't limit your answer to the study or practice questions.)	
Note Making Strategies Q Notes or Outline Notes are usually the best tools to help you read a textbook. Read a page and create an example of notes for this book. You can also use Post-It notes to annotate your textbook.	
Reading Speed Read one page of the book, taking notes as you normally would while reading it for homework. How long did it take you? Now try to estimate how much time you'll need to spend on your homework for this class.	
Concerns After getting acquainted with this textbook, you may have questions or concerns. List them and keep in mind that getting these answered early might help you read the textbook with greater success and confidence.	