

GENERAL STRATEGIES

PARTS OF A BOOK



INSTRUCTION SHEET

INSTRUCTIONS:

An activity to familiarise students with elements of most books: the Table of Contents, chapters, headings and the index. This can be done with the instructor walking the whole class through the steps orally, or with pairs working through it on their own.

REQUIRED STRUCTURES:

REQUIRED VOCABULARY: *front cover, information, contents, chapter, start, skim, heading, subtopic, index, alphabet*

GROUP SIZE: individual, pair

HANDOUTS: Parts of a Book worksheet

OTHER MATERIALS REQUIRED: BC Newcomers' Guide text

RELATED GRAMMAR:

FOLLOW-UP ACTIVITIES:

Use the same format to examine other books

Look at glossaries, appendices

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WORK SHEET

A. Look at the *front cover*; what information is on it? _____

B. Open to page 3; what is this page called? _____

What information is on it? _____

Where does the Health Care chapter start? page _____

Where does the Education chapter start? page _____

What chapter starts on page 53? _____

What's the last chapter? _____

C. Go to the first page of the Cars and Driving chapter.

What's on this page? _____

What will be in this chapter? _____, _____, _____,

Skim (look quickly) to find the words *Driving Schools*. This is a "heading" or "subtopic".

Where is the heading for *Traffic Tickets*? page _____

Where is the heading for *Seat Belts*? page _____

D. Now go to the last pages of the book.

What's this section called? _____

The words are NOT arranged by topic. They are arranged by _____.

Where can you find information about:

- *post office* page _____
- *rent* page _____
- *maternity leave* page _____
- *income tax* page _____
- *RRSPs* page _____