
Book Preview Procedure

When previewing a new book that you will be studying:

Look quickly (10 minutes) over these key parts of the book to see what it's all about and how it's organized:

- Title
- Front and back cover info
- Author's biographical data
- Publication date
- Table of Contents
- Introduction or Preface
- Index
- Glossary

For each chapter, look over:

- Title
- Introduction
- Sub-headings
- First sentence of each paragraph (which should give the main idea)
- Any diagrams, charts, etc.
- Conclusions or summaries

When you've finished each chapter, answer the following questions:

- What is this chapter mainly about?
- How is it organized?
- How difficult is it?

About how long will it take to read?

As you preview, turn each heading into a question:

Write the questions down.

Look for the answers to the questions as you read.

Write answers to the questions (after reading, check your answers for completeness).

Add material to your K-W-L-H chart.