MATH TEXTBOOK CHECKLIST   Name_____

TEXT ORGANIZATION - Search your text for the following information. Complete the table.

	Where? Underline location.	Use the text feature to find the information requested below.
Title Page	front back chapter none	Text name: Author(s):
Copyright Page	front back chapter none	Publisher: Date: ISBN:
Table of Contents	front back chapter none	What is the subject matter of *Chapter* ?
Preface or Introduction	front back chapter none	What kind of information?
Index	front back chapter none	What is the page reference for _____?
Glossary	front back chapter none	What is meant by _____?
Appendix	front back chapter none	What kind of information?
Bibliography	front back chapter none	What kind of information?
Answers/Solutions	front back chapter none	Give an example from *Chapter , Section*
Other:_____		

CHAPTER ORGANIZATION
Search a chapter to find one example for each listed feature. Complete the table.

Chapter Number:	Chapter Title:	
	page#	Example
Chapter Objectives		
Preptest? yes no Pretest? yes no		
Headings/Subheadings		
Highlighted Text/Boxes/Sidebars		
Visuals: Diagrams/Graphs/Tables		
Definitions		
Examples		
Questions/Exercises		
Chapter Summary		
Chapter Practice Test		

TEXTBOOK FEATURES

preptest   table of contents   glossary   pretest
appendix   highlighted text   objective   index

Match each textbook feature listed above to its description in the following table.
Complete the table.

Textbook Feature	Description
	skill or concept to be learned
	lists textbook topics in alphabetical order
	lists textbook contents in page order
	tests skills needed before beginning a chapter
	tests skill to be learned within chapter
	dictionary of terms
	supplementary reference information
	important information