

# Salem County Christian Academy-Study Skills Booklet

## Using Book Parts

**Title:** can tell what the book is about

**Author's name:** used to find books by the same author

**Publication information:**

- **Copyright Date:** tells when the book was written; more important for non-fiction books and texts than for fiction.
- **Reprints, Edition numbers:** can indicate the popularity of the book

**Preface, Forward, Introduction:** gives background and states the purpose for which the book was written

**Table of Contents:** used to locate information; shows the organization of the book

**Unit and/or Chapter Title:** tells what the focus will be

**Bold face type, capitals, italics:** highlight important points; may indicate specialized vocabulary.

**Visual Aid:** (illustrations, photographs, maps, charts, tables, graphs) can make information easier to understand and more enjoyable to read.

**Summary:** briefly restates the important points

**Glossary:** provides a vocabulary list of special terms and their definitions

**Bibliography:** lists sources of information

**Index:** lists all pages on which information on a specific topic can be found; shows the level of difficulty of words in the book.