



The Holistic Textbook

Reading a textbook straight will give you fewer answers than using and understanding all parts as a whole.

Informational Structures

1. Examine the title page:
 - Who are the authors?
 - What is their background?
 - Is this textbook current?
2. Examine the table of contents:
 - How is this textbook organized?
 - What main divisions are used?
3. Examine index, glossary, other material at the back of the book:
 - Is there a glossary in your textbook? Can you use diacritical markings to pronounce a word?
 - Is there an appendix in your book? What does it include?

Use these structures to preview your textbook.

Assistance Structures

1. Examine the chapter introduction:
 - Find the headings/subheadings (main points of chapter)
 - Notice unusual features or informational highlights (italic/bolded words, pop text, quotes).
2. Examine study questions, guides, and other help aids:
 - Find in-text study aids— often before or after each chapter, online, or at the end of the book.
 - Make use of any questions, exercises, or activities provided.

Use these structures when studying.

Focus Structures

1. Examine chapter headings, sectional headings, and margin guides:
 - Use as sections as you take notes.
 - Notice the different kinds and types in the chapter. These help you understand the organization of your textbook.
 - Find any summaries and use them to self-test or review.
2. Examine maps, pictures, charts, diagrams, and tables:
 - Visual aids can demonstrate information in a new way to increase understanding.

Use these structures when reading the textbook.