

## **Examining Your Textbook**

1. Read the preface or the note to students. List all the aids that are available for students with the text. Check to see if there a CD or website with review questions or study guides.
  
2. Then look at the table of contents to see what each chapter will cover.
3. How each chapter is set up?
  
4. Is there an outline, or are there objectives listed at the beginning of each chapter?
5. Is there a list of key terms?
6. If the terms are not listed, do the terms appear in bold in the text of the chapter?
7. Is there a glossary of terms at the back of the book?
8. Look at the headings and subheadings.
9. Are there questions at the end of the chapter?
10. Is there a summary?
11. Are there Internet assignments or website references?