

Terms	Definition	Purpose
Boldface Terms	Words that appear in heavy, darker type.	To signal a very important term and make it stand out for the reader.
Charts	Give information, show processes, or make comparisons.	Helps the reader understand the general point of the chart and use it as a reference as needed.
Glossary	An alphabetical list of key people, places, events and terms.	Gives specialized language of the subject (frequently used terms or special vocabulary).
Graphs	Use pictures and symbols to show information.	Present information with lines, pictures, and symbols rather than words.
Headings and Titles	List the BIG IDEAS in the textbook and go from the biggest to smallest.	Create an order, from the broadest topic to the narrowest.
Index	Lists topics, terms, people and places in the textbook and gives the page number where they are used. ALWAYS IN ALPHABETICAL ORDER!	A search tool, like a search engine, but in a book.
Maps	Present information in visual form and show where something is or where it happened.	A visual to tell you <i>where</i> information is located.
Photos and Illustrations	Emphasize the key points and add interest.	Helps readers to have an idea of what is in the chapter. They are used for emphasis.
Preview	A warm-up activity before reading. (Preview from the 4 P's!)	Help you look ahead to what will be in the chapter.
Table of Contents	Lists major chapters and parts of a book along with their page numbers. This is in the beginning of the book, and in page number order .	Helps the reader find specific parts of the book quickly and easily.