

Name _____
Date _____
Per _____

Creating a Textbook Chapter

You are going to be creating your own “textbook chapter.” Using the knowledge you have gained from the “Elements of a Textbook” unit, you will now create your own chapter. You will use your blue “Elements” sheet and pages 83-169 of the Reader’s Handbook as a reference. Below will help you get started.

1. List **3 potential subjects** for your textbook chapter. You may choose from any topic you please, as long as you can get enough information to complete the assignment.
 - a.
 - b.
 - c.

2. Now, choose the topic that interests you the most for completing this project.

3. What is the title of the entire textbook, where your chapter would be found? This is a broad subject (i.e.: Reader’s Handbook).

4. List **5-7 possible** Chapter titles

- a.
- b.
- c.
- d.
- e.
- f.
- g.

5. From these titles, choose **ONE** narrowed subject. Fill in below:

- a. Chapter Title: _____

Section 1 Heading: _____

Section 2 Heading: _____

Section 3 Heading: _____

You will be completing research on your topic. You must have at least 3 sources of information to support your textbook chapter. This chapter is written to inform, not persuade!!! You are teaching another person about your subject.

Directions for Cover Page, Table of Contents, and Chapter Preview

1. Cover Page:

Design a textbook cover for your book. You must include:

- a. Title: _____
- b. Author: _____
- c. Picture _____

2. Table of Contents:

Your **table of contents** must include the following elements to receive full credit:

- a. at least 5 appropriate chapter titles with imaginary page numbers
- b. page numbers for your glossary and index
- c. graphics/pictures/title

3. Preview of Textbook Chapter:

The **preview** of a chapter gives an overview of what will be studied. It is a “heads up” on the subject. These are usually written in a very “catchy” tone and are easy to understand.

Your task is to create a preview for your chapter. It can be anywhere from one full paragraph (6 sentences) to one page. Your **preview** page must include the following:

- a. title of chapter
- b. Summary of chapter—this needs to be written as an overview of the entire chapter and include the main information from each of your subsections.
- c. Key ideas for your chapter—these would also be good section titles/headings
- d. Key terms list—all of your **boldface** terms in a list at the beginning

Directions for creating your textbook chapter

1. Your CHAPTER must include the following elements:
 - a. **3** sections with bold headings
 - b. each section must have 4 or more paragraphs that are detailed, on-topic, and descriptive of the subject
 - c. correct format for your paragraphs
 - d. **at least one** of the following:
 - i. chart
 - ii. graph
 - iii. map
 - e. **two** pictures with captions that tell about your subject
 - f. **7 boldface terms** with definitions throughout the entire chapter
 - g. **3** chapter review questions

Directions for writing your chapter

1. Notes: You must have notes for EACH section of the chapter. Your notes need to be organized, neat, and easy to follow. You should include in your notes:
 - a. Section titles
 - b. 2-3 details for each section (what you will be discussing in-depth)
 - c. each section on a new, clean page
2. Chapter: You will write your chapter using your notes as a guide. It is important to remember...
 - a. You must have proper paragraph format
 - b. You must include **boldface terms** throughout your chapter
 - c. Your headings must be bold
3. Chapter Questions: As with any textbook you must include **3** end of the chapter questions. Your questions need to be written in a thoughtful manner; you need to be able to find the information within your chapter; and they need to be questions that will make the reader think!!
4. Pictures: You need to include **two** or more pictures with captions in your text. These need to be incorporated into your textbook pages, just as you would see in a textbook.
 - a. Your captions need to be in complete sentences and give extra information about the subject
5. Chart, Graph or Map: You must include **one** or more of these in the chapter. You need to complete this on the computer or get your information from a reliable source. They need to be neat, orderly, and easy to read. Key points to remember:
 - a. What additional information do you want to show?
 - b. What research or statistics need to be collected to create your document?
6. Layout of your chapter: You must include color, graphics, and all of your writing must be typed!! Use your space wisely! DO NOT LEAVE "DEAD SPACE"

Creating the Glossary and Index

1. Your **Glossary** must include the following:
 - a. Minimum of **7 boldface** terms defined in the book/reading
 - b. 3 other key words that were not boldface terms, but are important to be defined
 - i. these are descriptions/definitions
 - c. In alphabetical order!!!!

Directions for writing your glossary

- A. First, write your 7 or more **boldface** terms out and put them in alphabetical order
 - B. Next, choose the 3 other key words to have in the glossary and put those into alphabetical order.
 - C. Organize your 10 or more words into one common list of terms, in alphabetical order.
 - D. Find the **REAL** definitions for those terms
 - E. Type out your final copy of terms and definitions.
2. Your **Index** must include the following:
 - a. Minimum of 10 important ideas, terms, people, or places possibly found within your textbook chapter
 - b. Needs to be in alphabetical order

Directions for writing your index

- A. Pick 10 or more important ideas, terms, people, or places that are found within your textbook chapter
- B. Figure out the chapter and possible page number(s) in which your idea, terms, people, or places will be found.
- C. Put into alphabetical order with page number following
- D. Finally, create a large letter for each letter of the alphabet. Place each element under the appropriate letter, in alphabetical order.

Publishing your textbook chapter

You are almost finished!! Hang in there, the end is in sight! Use the following check list as a guide for assembling your book.

1. Print out copies of each part of your textbook. Put your pages in order, beginning with the cover, table of contents, preview, and chapter sections with end of chapter questions, glossary, and index.

Get out a pen to mark off each section below to make sure it is complete!!!

Your book should be in the following order:

1. Cover of book
2. Table of Contents
3. Preview
4. Chapter Sections
5. Chapter Questions
6. Glossary
7. Index

IMPORTANT: EVERY PAGE MUST BE NUMBERED!!! DON'T FORGET THIS IMPORTANT DETAIL!!!