

<b>Terms</b>	<b>Definition</b>	<b>Purpose</b>
Boldface Terms	Words that appear in heavy, darker type.	
Charts	Give information, show processes, or make comparisons.	
Glossary	An <b>alphabetical</b> list of key people, places, events and terms.	
Graphs	Use pictures and symbols to show information.	
Headings and Titles	List the <b>BIG IDEAS</b> in the textbook and go from the biggest to smallest.	
Index	Lists topics, terms, people and places in the textbook and gives the page number where they are used. ALWAYS IN ALPHABETICAL ORDER!	
Maps	Present information in visual form and show where something is or where it happened.	
Photos and Illustrations	Emphasize the key points and add interest.	
Preview	A warm-up activity before reading. (Preview from the 4 P's!)	
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 <b>page number order</b> .	

