

Annotating a Textbook

Anatomy of a Chapter

A typical chapter may contain some or all of the following ten items:

1. Chapter introduction, abstract, or synopsis
2. Chapter objectives, goals, or learning outcomes
3. Chapter outline
4. Titles, headings, and subheadings
5. Key words
6. Boxes and sidebars
7. Visual aids or figures
8. Chapter summary or conclusion
9. Vocabulary list or glossary
10. Study questions and activities

In general, most textbooks share the following qualities:

1. Follow an explicit pattern of organization or structure
2. Emphasize facts and evidence
3. Rely on references to important research
4. Provide visual aids

Techniques for Reading a Textbook:

1. Mark up the text as you read
2. Pay attention to theories
 - What is it called?
 - Who proposed it and when?
 - What does it explain and how?
 - What evidence supports it?
 - Are there counter-theories? If so, what are they?
3. Identify key terms
 - Ex. laws, theories, principles, models, concepts, patterns, systems, stages, processes, structures, parts, and people
4. Pay attention to visual aids
 - Ex. tables, graphs, charts, diagrams, maps, pictures, and photographs
5. Complete study questions and activities

Create your own study questions

- Review your notes
- Create study questions about important theories, facts, people, dates, and terms
- Write your own questions and answers on note cards: questions on front, answers on back

When you're ready to study for an exam, you should:

1. Review your notes
2. If provided, review the chapter objectives and outline
3. Review important information, such as theories, facts, names, dates, and terms
4. Review any vocabulary flashcards you created
5. Review any study questions you created
6. Review your answers to study questions and activities

