

STUDY MATERIAL - 03

ENGLISH FOR ACADEMIC PURPOSE

There are two types of surveying: surveying textbooks and surveying chapters. Both are important, but for different reasons.

(A) Surveying A Textbook:

Surveying a textbook is one way to get a fast overview of what is involved in a book and a course. Do this at the very beginning of a semester, preferably BEFORE your first class. Surveying a textbook should take about 15 minutes.

This is how to survey a textbook:

1. Consider the meaning of the title.
2. Look at the table of contents and compare it with the title.
3. Locate extra, helpful parts of the book. Find study aids, such as an index or glossary.
4. Flip through one or two chapters to see how they are structured.

OR

Here's what to do:

First, grab your textbook and look for the following:

- **Preface**—In the front of the book. This part often goes by other names such as “to The Student,” “About this Book,” “How to Use this Book,” etc.
- **Table of Contents**—The book's formal outline.

- **The Glossary**—The book’s dictionary—may be in the back or in each chapter.
- **The Index**—In the back—An alphabetical listing of the topics in the book and the pages on which you can find them.
- **Appendix**—A supplemental section or short chapter in the back of the book that provides additional help and information. You may find more than one—then we say “appendices.”
- **Bibliography**--In the back or at the end of each chapter. Lists the sources the author used in creating the book. You can use these sources, too, for additional information and research.

Next, pick an interior chapter to continue the survey.

First, turn to the beginning of the chapter and look for the following:

- ✓ **Objectives**
- ✓ **Goals**
- ✓ **Pre-tests**
- ✓ **Introduction**
- ✓ **An Outline**
- ✓ **Questions**

Next, turn to the end of the chapter and look for the following:

- ✓ **Summary**
- ✓ **Review Questions**
- ✓ **Study Questions**
- ✓ **Tests and Quizzes**
- ✓ **Skill Statements**

(B) Surveying a Chapter:

Surveying chapters is the first step in efficient reading of the chapter. Depending on the book, surveying takes between a half hour and an hour for each chapter.

These are the steps in surveying a chapter:

- 1.** Check the length and divide into parts to read in different sessions.
- 2.** Read the title and consider the meaning.
- 3.** Check to make sure there is a summary or a list of major points.
- 4.** Read the titles and subheadings or the chapter outline if there is one.
- 5.** Look at the visuals (maps, photos, charts) and read the captions.
- 6.** Look over questions at the end of the chapter.
