

Skeleton

ThinkSheet for Previewing Structure

Find the organization of the text. Look for patterns. These patterns become a road map to help you navigate the text later and learn from it.

1. List what is in the front matter (e.g., preface, brief table of contents, detailed table of contents, list of maps, etc.).

2. Exam the table of contents to help you see the pattern. Put a sticky tab on the detailed table of contents.
3. Having the pattern in mind, check the first chapter for this structure. Outline the structure in the order it appears in this chapter. Do NOT include the content, just state the elements of the structure (e.g., introduction, illustrations, main headings, subheadings, question boxes, diagrams, cartoons, bolded terms, etc.). Flip back and forth to the table of contents to help you identify the pattern. Often the pattern or structure in the chapter involves more than appears in the table of contents. Include these differences in your outlined pattern.
4. Check the second chapter. Is it the same as the first chapter? If not, list any differences.
5. Flip through every page in the third chapter. Do you see a pattern emerging?
6. Dip into several randomly selected chapters as above to validate or modify your predicted pattern. List the exceptions to the pattern. Check the last chapter.

7. List what is in the end matter (e.g., references, glossary, appendices: answers to exercises, maps, credits, index, etc.)

Record *Skeleton* on your Reading Log on the BEFORE line. Complete the right-hand column, reflecting how this process helped prepare you to gain meaning from this text.

ThinkSheet for Previewing Structure: **Skeleton**

Find the organization of the text. Flip through the pages looking for patterns. These become a road map to help you navigate the text later and learn from it.

1. List what is in the front matter (e.g., preface, brief table of contents, detailed table of contents, list of maps, etc.).

Preface ← ^{overview} synopsis of each major division + then of each chapter
7 features to aid learning

User's Guide ← what colors mean ← online tutoring
Additional aids ← CD Rom website

Acknowledgements
Table of Contents ← Brief Expanded (Exactly the same as outlines before each Ch)
List of boxes - with icons

2. Exam the table of contents to help you see the pattern. Put a sticky tab on the detailed table of contents.
3. Having the pattern in mind, check the first chapter for this structure. Outline the structure in the order it appears in this chapter. Do NOT include the content, just state the elements of the structure (e.g., introduction, illustrations, main headings, subheadings, question boxes, diagrams, cartoons, bolded terms, etc.). Flip back and forth to the table of contents to help you identify the pattern. Often the pattern or structure in the chapter involves more than appears in the table of contents. Include these differences in your outlined pattern.
4. Check the second chapter. Is it the same as the first chapter? If not, list any differences.
5. Now exam the third chapter. Do you see a pattern emerging?
6. Dip into several other randomly selected chapters to validate or modify your predicted pattern. List the exceptions to the pattern. Check the last chapter.

25 chapters divided into 4 major divisions ← Ch. 1-7
8-14
15-22
23-25
Each Chapter (except Ch. 7) had this structure:

1. Outline → purple edge + ⁵⁰easy to find each new chapter.
2. Introduction - abt. 4 to 6 parag.
3. Main Sections → Red, All CAPS, largest type, with ▼
Subsections → Black Heading in large type, lower case
Subsubsections → Violet, regular type, not indented + immediately followed by period + body of text.

Throughout:

- Vocabulary bolded - when first used
- large outer margins
- illustration on virtually every facing page, at least. Beautifully drawn
- 3 kinds of boxes ← tan → connections to life
violet → "Brain Food", a deeper application
green → "Paths of Discovery", written by a renowned scientist

4. Concluding Remarks - a summary 1/4 to 1/2 page
5. End boxes - 3 kinds with color + icon.

green: key terms categorized under main headings with page # where introduced.
tan: Review questions (5 to 12)
violet: Further Reading - seem to be from research journals.

For Ch. 7 only - a 44 page Appendix with intricate illustrations with parts labeled + explained in a paragraph (lots on illustrations)
Self-quiz 13 pages! with illustrations but NOT labeled.

7. List what is in the end matter (e.g., references, glossary, appendices: answers to exercises, maps, credits, index, etc.)

Glossary - gray green - very brief definitions

References - olive green - arranged alphabetically by Chapter

Index - if italicized = figure

if page # is followed by a t (622t) = table
by a b (524b) = box