

How To Use A Textbook

Manuals and textbooks may be used in all employment sectors. The following task will help you to understand the common layout of most manuals and textbooks. This Assignment is based on *HOME IMPROVEMENT 1-2-3* by Home Depot, as that is available everywhere.

Part A: Table of Contents

1. Turn to the *Table of Contents* page 3

- What is the difference between the sections that are numbered and the sections that are not?

- Name the sections that are not numbered.

- How are the sections ordered?

- What is the purpose of the colour used for each chapter number?

- Where is this colour pattern repeated in the textbook? Why?

2. Turn to the *Table of Contents* on pages 4 - 7.

- How is it different from the previous page?

- How is it the same?

- What is found on pages 16, 61, and 88?

- Locate other chapters that have the same information. List the chapters and pages.

- Why do you think this section is there?

- Why is it located near the beginning of the chapter?

- Are there other basic similarities to the beginning of all / most of the chapters?

3. Look at the listing in the “Table of Contents” for pages 108 - 116, and for pages 298 - 303.

- For each, what is the main heading?

- How are the subheadings related to the main heading?

- Complete the chart to show the information.

Pages	Main heading	Subheadings
108 - 116		<ul style="list-style-type: none"> • • • • • • • •
298 - 303		<ul style="list-style-type: none"> • • • • • •

- Find two (2) more sections that are organized the same way. What are they?

4. Where would you look to learn how to

• install drywall? Chapter _____
Heading _____
Pages _____

• install a water heater? Chapter _____
Heading _____
Pages _____

• replace a dimmer switch? Chapter _____
Heading _____
Pages _____

What will you find, according to the Table of Contents,

• on page 313? _____

• on page 369? _____

Part B: Tool Glossary

1. Turn to the *Tool Glossary*, page 544.

- What is the purpose of the tool glossary?

- What order are the tools listed in?

- What is on the left-hand side of each of the three columns on the page?

- What is on the right-hand side of each column?

- The *drywall hawk* is listed after the _____ and before the _____.

- What entry is
3 before *nail puller* _____.

2 after *needle-nose pliers* _____.

- What is each of these tools used for?

fish tape:

reamer (PVC):

cabinet template:

Part C: Index

1. Turn to the **Index**, page 552.

- In what order is it organized?

- Where would you find
downspout extensions? _____

polarization? _____

flux? _____

2. Find the entry for *asphalt* shingles.

- Which pages deal with asphalt shingles?

From _____ to _____ and from _____ to _____.

3. Look up *Doors*.

- What is the page reference for doors? _____

- How are the subheadings organized? _____

- Do all the subheadings fall in that page range?

- Which don't?

4. Copy the entire entry for *Drywall*, paying attention to the indenting of each item.

- What is the purpose of the indenting? How is each set of indents organized?
- Look at the pages that are about *installing* drywall: pages _____ to _____
- Compare these numbers with the page numbers of the subheadings that follow. What is the relationship?

Part D: How to Use This Book

1. Turn to **How to Use This Book**, pages 8 - 9.
2. Look first at the text in the top half of both pages.
 - What are the section headings in bold type?

- What are the four basic components of success?

1. _____
2. _____
3. _____
4. _____

- Compare the information given in the section *The Organizing Principle* with page 3. What do you notice?

- What two things are included in each project to help you do the job step-by-step?

- How will you know how long a project will take you?

- What other information is given in every section? (look for bold type!)

- What is the purpose of the *Real-World Situations*?

3. Look at the box at the bottom left of page 8.

- What is the section about?

- Why is it important?

- How do you know what code to follow?

4. Look at the section with the Canadian flag.

- Why is it separate from the previous section?

5. Look at *Tricks of the Trade* on page 9.

- How many special icons are shown?

- Which one identifies how to
fix common mistakes

learn shortcuts that work

avoid common mistakes

- Copy the meaning of the following icons









6. Look at the column named *Safety Alert*.

List the nine main safety precautions, using your own words as much as you can.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

Part E: Putting It All Together

You have now looked at several sections of this textbook. Many textbooks will have similar sections.

1. Discuss with your instructor when you might use each section.