

3. What are the headings and subheadings like? Do some books have more helpful headings than others? What makes a heading helpful? Describe which books have these helpful features in their headings.

|                 |                           |
|-----------------|---------------------------|
| Student's Name: | Analysis of his/her book: |
| _____           | _____                     |
| _____           | _____                     |
| _____           | _____                     |
| _____           | _____                     |

4. Evaluate each book's table of contents. Which ones are most helpful? What makes that table of contents more helpful? Which ones are not helpful at all? What makes them less helpful?

|                 |                           |
|-----------------|---------------------------|
| Student's Name: | Analysis of his/her book: |
| _____           | _____                     |
| _____           | _____                     |
| _____           | _____                     |
| _____           | _____                     |

5. List an interesting caption for each person's book.

|                 |                           |
|-----------------|---------------------------|
| Student's Name: | Analysis of his/her book: |
| _____           | _____                     |
| _____           | _____                     |
| _____           | _____                     |
| _____           | _____                     |

6. Look through the appendices (helpful tables, charts, and/or supplemental materials at the back of the book). Which books have the most helpful appendices? What's helpful about each one?

|                 |                           |
|-----------------|---------------------------|
| Student's Name: | Analysis of his/her book: |
| _____           | _____                     |
| _____           | _____                     |
| _____           | _____                     |
| _____           | _____                     |

