

## **Parts of a Book**

*Skills Category:* Parts of a Book

*Grade Level:* 2nd

*Time Required:* 10 -- 12 minutes

*Objectives:* Students will identify the title, author and illustrator on the cover of a book. They will understand the organization and use of a book's title page, table of contents, glossary and index.

*Materials Needed:* Laptop, data projector and screen. PowerPoint: "Parts of a Book"

*Preparation:* Run the PowerPoint presentation until you are comfortable showing it to students.

*Procedure:* As you show the PowerPoint presentation, be prepared to allow students time to answer the questions located on the slides. Reinforce student learning by using the terms "title page," "table of contents," "glossary," and "index," when assisting students with research in the media center. Let the teacher know that the students in her/his class have been taught what these terms mean and have been shown examples of each.

Just print out the next three pages and you are ready to go!

# Parts of a Book



I, Darwin D. Dog,  
will tell you about  
the parts of a  
book.  
Are you ready?

**Let's go!**

Hi kids!

Do you know what  
information is found on  
the cover of a book?

Let's see if you do . . .

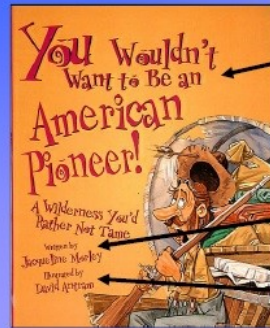
What is the title of this book?

Who wrote this book?

Who drew the illustrations for this book?



See how you do with this one!



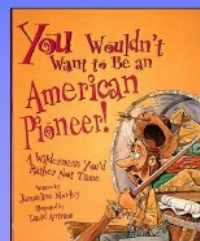
What is the title of  
this book?

Who is the author?


Who is the illustrator?

Wow!  
That was  
great!

Now, let's learn  
about 4 parts of a  
book that can be  
very helpful to you.



We will use  
this book as  
an example  
today.





Here are the 4 parts!  
They are found inside the book.

1. Title Page
2. Table of Contents
3. Glossary
4. Index

# Title Page

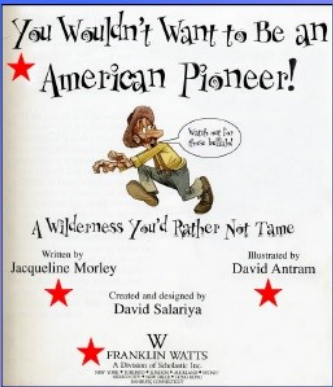
The first page in the book is called the "Title Page."

This is what it tells you: 



- The title of the book
- The author's name
- The illustrator's name
- The name of the publishing company that made the book after it was written and illustrated

Can you find the title, author, illustrator and publishing company on this title page from our book?



Title: You Wouldn't Want to Be an American Pioneer!

Author: Jacqueline Morley

Illustrator: David Antram

Publishing Company: Franklin Watts

# Table of Contents

The table of contents is found in the front part of the book. It lists the name of each chapter and gives the page number where that chapter begins. Here is a table of contents from a book about dogs.





Table of Contents		
Chapter 1	Dogs Make Great Pets	4
Chapter 2	Teaching Dogs Tricks	8
Chapter 3	Feeding Your Dog	13
Chapter 4	Keeping Your Dog Healthy	18
Chapter 5	Fun Names for Dogs	25

Look at this table of contents from our book.



Contents	
Introduction	5
Go West and Get Rich!	6
Ganging Up - Don't Travel Alone!	8
Into the Unknown	10
Wet and Weary	12
Watch Out - Indians!	14
Stampede!	16
Mealtimes - Feeling Queasy?	18
Sink or Swim - River Crossings	20

What is the name of the chapter that starts on page 12?


Which chapter will have information about Indians?

The chapter about stampedes begins on which page?

# Glossary

The glossary is found at the back of the book. It gives the definition of words that you may not know when you read the book.

"Do you mean words like 'cocoon' and 'hibernation'?"



Yes! I do!  
Words like "soporific" and "tarradiddle" could end up in a glossary too.



Here is part of the glossary from our book.

## Glossary

**Alkaline water** Water in which certain mineral salts are found. Very alkaline water can be poisonous.

**Buffalo** A type of large wild cattle. In the 19th century, vast herds of buffalo roamed the central plains of North America.

**Cholera** A fever that can kill a person in 24 hours. It is caught by contact with an infected person or through contaminated food or water.

**Fort** A building with strong outer walls and watchtowers. The forts in North America were also supply depots and trading places for trappers, fur-company officials, and wagoners.

Using the glossary,  
answer these questions:

How fast can Cholera kill a person?

What building had walls and  
watchtowers?

Where did buffalo roam?

What is found in alkaline water?



## Index

The index is also found at the back of the book. It is an alphabetical list of the topics in the book, and tells on which page information about the topic may be found.

Please go to the next slide to  
see part of the index from  
our book.

Thank you.



## Index

**B**  
buffalo 14, 16-17, 18, 30  
dung 19  
skin 13, 20

**C**  
camps 10, 12, 17  
cholera 18, 30  
cooking 13, 18

**D**  
developers 6  
disease 5, 18, 26

**F**  
farmers (farming) 5, 6, 28  
fire 17, 18, 19, 23, 28  
floods 9, 18  
food 5, 6, 8, 12, 18-19, 22, 30  
forts 22, 25, 30  
Fort Laramie 22-23  
fur trappers 6, 9, 22, 30

On which pages would I find  
information on these topics:

floods 9, 18

disease 5, 18, 26

buffalo skin 13, 20

camps 10, 12, 17

fur trappers 6, 9, 22, 30

cooking 13, 18

farming 5, 6, 28

I can't give  
you any help,  
but I'm  
crossing my  
paws for you!



Can you name 4 parts of the  
inside of a book?



Are you ready  
for the  
answers?  
Here they are.

1. Title Page
2. Table of Contents
3. Glossary
4. Index

# Congratulations!



You are  
awesome!

