# **Textbook Elements**

Textbook elements and styles provide structure to aid in learning. Some of these elements are what set textbooks apart from other books.

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| Chapter Openers | * overviews (previews)
* introductions
* outlines (text, bullets or graphics)
* focus questions (knowledge and comprehension questions)
* learning goals / objectives / outcomes / competences / skills
* case problem
* In addition one may use the "special features" used inside chapters, e.g. vignettes, photos, quotations...
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| Integrated Pedagogical Devices Throughout | * emphasis (bold face) of words
* marginalia that summarize paragraphs
* lists that highlight main points
* summary tables and graphics
* cross-references that link backwards (or sometimes forwards) to important concepts
* markers to identify embedded subjects (e.g. an "external" term used and that needs explanation)
* study and review questions
* pedagogical illustrations (concepts rendered graphically)
* tips (to insure that the learner doesn't get caught in misconceptions or procedural errors)
* reminders (e.g. make sure that something that was previously introduced is remembered)
* case studies
* problem descriptions
* debates and reflections
* profiles (case descriptions)
* primary sources and data
* models
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| Chapter Closers | * conclusions and summaries (may include diagrams)
* list of definitions
* reference boxes (e.g. computer instructions)
* review questions
* self-assessment (usually simple quizzes)
* small exercises
* substantial exercises and problem cases
* fill-in tables (for "learning-in-action" books) to prepare a real world task
* ideas for projects (academic or real world)
* bibliographies and links (that can be annotated)
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