# **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... |
| 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 |
| 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) |