



Name _____

Date _____

Parts of a Book

Everything you see is made of parts. A bicycle, a car, a television, and a stereo are all made of smaller units. A book is no exception; each of its parts helps the book work as a whole. Look at the **cover** of a book; what do you see? You see the title, author, and possibly the illustrator's name. Now open the book and turn to the **title and copyright page**. They present the full title of the book, the author, the year of publication, and the publisher. The **table of contents** gives an overview of what you will find in the book with the page numbers for each section. The book might have a preface. Not all books have a **preface**, but if a book does have one, it is usually very short. It explains the important facts or thoughts the author wants you to know.

The main part of the book is called the **body** of the book. This is "the book"; it has all the information you will need. The body is the largest part of the book. At the back of the book there may be an **appendix**. This is information the author would like you to refer to in the book. Rather than include long charts or explanations within the body of a book, the author may collect it in an appendix. A **glossary** may follow these pages. A glossary is like a mini-dictionary that lists in alphabetical order all the important terms presented in the book. The **index** is the last part of a book. It is an alphabetical listing of all key subjects discussed in the book with the page number where each is found.

► **Match each part of a book to its correct description. Write the letter on the line before each term.**

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|----------------------------|--|
| 1. _____ copyright page | a. alphabetical list of terms with definitions |
| 2. _____ table of contents | b. alphabetical list of subjects with page numbers |
| 3. _____ glossary | c. explains important facts the author wants you to know |
| 4. _____ index | d. includes author's name and year of publication |
| 5. _____ preface | e. overview of what is in the book (includes page numbers) |