Name_____Date_____ Course_____Text or Chapter_____

# *Skeleton*

## ThinkSheet for Previewing Structure

Find the organization of the text. Look for patterns. These patterns become a road map to help you navigate the text later and learn from it.

1. List what is in the front matter (e.g., preface, brief table of contents, detailed table of contents, list of maps, etc.).

2. Exam the table of contents to help you see the pattern. Put a sticky tab on the detailed table of contents.
3. Check the first chapter for this structure. Outline the structure in the order it appears in this chapter. Do NOT include the content, just state the elements of the structure (e.g., introduction, illustrations, main headings, subheadings, question boxes, diagrams, cartoons, bolded terms, etc.). Flip back and forth to the table of contents to help you identify the pattern. Often the pattern or structure in the chapter involves more than appears in the table of contents. Include these differences in your outlined pattern.
4. Check the second chapter. Is it the same as the first chapter? If not, list any differences.
5. Flip through every page in the third chapter. Do you see a pattern emerging?
6. Dip into several randomly selected chapters to validate or modify your predicted pattern. List the exceptions to the pattern. Check the last chapter.

7. List what is in the end matter (e.g., references, glossary, appendices: answers to exercises, maps, credits, index, etc.)

Record *Skeleton* on your Reading Log on the BEFORE line. Complete the right-hand column, reflecting how this process helped prepare you to gain meaning from this text.