**Introduction:** To get the most benefit from a textbook, it’s a good idea to review it to see how it’s organized. Take a tour of this book’s features by completing this scavenger hunt.

**Directions:** Answer these questions using your textbook. Start at the **Front of the Book**. Words in bold provide clues to where you can find the answers.

1. What is the title of your textbook?

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2. Who is the author of the book?

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3. Go to the **Table of Contents**. How many chapters are in your textbook? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Your textbook is divided into five units. What are the units?

 Unit 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Unit 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Unit 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Unit 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Unit 5: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. The end of your textbook includes the Appendix and four other parts shown at the bottom of page viii. What are these additional resources?

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6. Use pages ix-1 to find the page with these features:

* Diagram of “How a Bill Becomes a Law” Page: \_\_\_\_\_\_\_
* A map of “West Virginia’s Rivers and Lakes” Page: \_\_\_\_\_\_\_
* A short biography of “Booker T. Washington” Page: \_\_\_\_\_\_\_
* An article on “West Virginia’s Fairs and Festivals” Page: \_\_\_\_\_\_\_
* An article on “The Great Gold Robbery” Page: \_\_\_\_\_\_\_

7. Open **Chapter 1**. What is the title of Chapter 1? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. The first page of each chapter has a Chapter Preview. What are the three parts of each Chapter Preview?

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9. The Signs of the Times include interesting facts about the topic of the chapter. What two states donated land to create the District of Columbia? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Each chapter is broken up into sections to organize the information and make it easier to read and learn. What is the title of Chapter 1, Section 1? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Each section starts by providing a purpose or focus for your reading and highlights “terms” or vocabulary that might be new to you. What is the title of this boxed area?

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Find the first of the “terms” in the list. Then locate that term in the body of the section. It’s easy to find the word because it is written in another color and is in **bold**. What is the word and what color is it?

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. The section is introduced with a few sentences, then the main topic is written in large print of a different color. Reading the main topic prepares you to learn the content that follows. What is the first main topic of Section 1?

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

14. What is the title of the set of questions that test your understanding at the end of the section?

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15. – 19. The writer of the book organized the material using an outline with topics and subtopics. The titles of these parts of the outline are printed in different colors and sizes in the book. Complete the outline showing the topics and subtopics for **Chapter 2**, Section 3.

# *County and Municipal Government*

# County Government

## County Services

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## The County Commission

## Other County Officials

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Forms of Municipal Government

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Council-Manager Form

### Commission Form

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Funding Municipal Government

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

20. Go to **page 92**. Every chapter has this resource to help you summarize and learn the content. What is the title of this part of the chapter?

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21. Go to **Chapter 5**, page 196. There are captions for each picture to explain what is in the picture or how the picture helps you learn more about the content. Where was the photo on this page taken?

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22. Most chapters contain a map. Look at the map on page 197. What is the answer to the Map Skill question?

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23. Go to the **Appendix**. The Appendices have extra information not found in the text. On what page does it begin, and what is the title of the first appendix?

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24. According to Appendix I, what is West Virginia’s state reptile? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

25. According to Appendix I, what is the English translation of West Virginia’s state motto?

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26. According to Appendix II, in what year was your county organized? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

27. According to Appendix II, what is the origin of the name of your county?

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28. According to Appendix III, who was the first governor of West Virginia, and where was he born?

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29. The **Atlas** follows the Appendix. The Atlas contains maps that support learning from the book. On which page in the Atlas is there a map showing West Virginia in the world?

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

30. What is the purpose of the map on page 687?

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31. Which page of the Atlas has a map that would be best for understanding how major roads in West Virginia connect to neighboring states?

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32. – 33. Go to the **Glossary**. This resource provides an alphabetical list of definitions of important words from the book, along with the chapter where they are used. Using the Glossary, define “toll” and tell the chapter in which it is taught.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chapter: \_\_\_\_\_\_\_\_\_\_