

## BOOKS

**Task 1. WAYS OF WRITING.** Match the following verbs describing various ways of writing with their definitions on the right.

- |                |                 |                   |                |
|----------------|-----------------|-------------------|----------------|
| 1. to annotate | 2. to autograph | 3. to compose     | 4. to inscribe |
| 5. to jot      | 6. to note      | 7. to print       | 8. to scrawl   |
| 10. to sign    | 11. to spell    | 12. to transcribe | 13. to type    |

- a) to put something into a written form, e.g. a speech
- b) to write carelessly or in a hurry so that it is hard to read
- c) to write using a typewriter
- d) to write in an irregular, awkward, or unskillful way, usually covering more space than necessary
- e) to add short notes to explain certain parts of a book, etc.
- f) to write using square, unjoined letters; also used in books
- g) to sign with one's own name to show that one is the writer of a book, etc.
- h) to write a name in a book, especially when giving it as a present
- i) to write rough notes quickly, without preparation
- j) to write in a short form
- k) to write one's name specially, on letters, official forms, etc.
- l) to form words correctly from letters
- m) to write music, poetry, etc.

**Task 2. BOOKS.** Match each kind of book with what you would normally expect to find in it.

- |                 |                  |               |              |
|-----------------|------------------|---------------|--------------|
| 1. atlas        | 2. autobiography | 3. dictionary | 4. directory |
| 5. encyclopedia | 6. gazetteer     | 7. guidebook  | 8. manual    |
| 9. textbook     | 10. thesaurus    | 11. Who's Who |              |

- a) basic course book at school or university
- b) information about subjects in alphabetical order
- c) lists of words grouped according to their similarity in meaning

- d) maps
- e) a list of names of places printed at the end of an atlas
- f) a list of important, famous people and brief details of their lives
- g) meanings of words
- h) tourist information about a country
- i) instructions on how to use or repair a machine
- j) a list of names, addresses and telephone numbers in alphabetical order
- k) the story of one's own life written by\_ oneself

**Task 3. BOOKS. Match the descriptions with the names of parts of a book.**

- |                    |                        |                           |                       |
|--------------------|------------------------|---------------------------|-----------------------|
| <b>1. appendix</b> | <b>2. bibliography</b> | <b>3. binding</b>         | <b>4. blurb</b>       |
| <b>5. chapter</b>  | <b>6. contents</b>     | <b>7. cross-reference</b> |                       |
| <b>8. epilogue</b> | <b>9. foreword</b>     | <b>10. index</b>          | <b>11. instalment</b> |
|                    | <b>12. preface</b>     | <b>13. prologue</b>       |                       |

- a) the cover of a book
- b) a short description by the publisher of the contents of a book,
- c) printed on its paper cover
- d) an introduction to a book
- e) a preface, especially in which someone who knows the writer
- f) and his work says something about them
- g) an introduction to a play, long poem
- h) one of the main divisions of a book, usually having a number or a title
- i) one part of a book, which is read on the radio in regular parts until the story is completed
- j) a list of what is contained in the book
- k) the end of a book, giving additional information
- l) a list of all the writings used in the preparation of a book
- m) a list at the back of a book giving, in alphabetical order, names, subjects, etc. mentioned in it and the pages where they can be found
- n) a note directing the reader from one place in a book to another place in the same book

o) a part of a story, play, etc. that is added after the end, usually a kind of summing-up

**Task 4. BOOKS. Complete with the right name of the part of a book.**

1. This old book is . . . . . in leather.
2. Look at the list of the . . . . . in the book and find on which . . . . . the first . . . . . starts.
3. He wrote a . . . . . to his book, explaining why he had written it.
4. He listened to the fourth . . . . . of the novel on the radio last night.
5. This is a . . . . . of all the works published by Oxford University Press in the past fifty years.
6. In this book . . . . . are shown with an asterisk (\*).