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***
9. to scribble	***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

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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.

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

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

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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 (•).

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