

BOOKS

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

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|----------------|-----------------|-------------------|----------------|
| 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.

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|-----------------|------------------|---------------|--------------|
| 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.

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| 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

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 (•).