

INDEX

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INDEX

Index Pages at the back of the book that tell where to find important topics in the book. It lists the page number the term is found on.

WHAT IS INDEX?

- Index is an alphabetical listing of significant topics that appear in the book
- The index is one of the most frequently used sections in the back of a textbook .
- You can use the index to quickly locate pages throughout the textbook that refer to a specific topic .
- Topics are cross- referenced so they appear in more than one place in the index.

INDEX SEEN IN SOME TEXTBOOKS

- *Subject index*
- *An author index*
- *Index illustrations*

EXAMPLES

- **Index**

Abernathy, William, 36-37, 38, 47, 197-199

Acheson, Dean, 47, 291

Acme Cleveland, 312

action principle, 13-14, 17, 119-155

USES OF INDEX

- An index is a useful communication technique used when your writing is too long for your readers to skim through quickly.
- An index gives your readers a quick path to certain words or phrases that are easily accessible.
- When creating an index for a professional document, identify the kind of information that your readers will want to locate.

USES OF INDEX

- This may also require you to look up words that mean the same thing.
- This work is compared to that of search queries online. These search queries provide results for a number of searchable words.

STRATEGIES FOR THE USE OF INDEX

- When you hear an unfamiliar term during a class discussion or lecture , write the word in your notes or in the margin of your textbook. After class, locate the term in the index of your book and read the pages indicated for explanations.
- When you are assigned a specific topic for a research paper, an essay, a writing assignment , a project , or a test begin by locating the topic in the index. Then turn to the page numbers provided in the index and read or review the information.