

CHM - 100

BOOK REPORT GUIDE

1. Remember to observe all of the general instructions for reports.
2. Your report should be a minimum of four pages, excluding the title page, draft copies and appended articles.
3. Your name, your CHM 100 section, and the date of submission should be typed in the upper right corner of the cover page. In the center of the cover page, type the words BOOK REPORT above the title of your book.
4. Photocopy the title page and the summary or review from the book jacket.
5. Your report should include the following sections:

SECTION I: Technical Matters

Name of Book and Author

Name of publisher & date of publication

Length of book

Quality and Quantity of photographs or drawings and graphs (if any)

Author's motivation for writing the book as stated in the preface, introduction, epilogue, etc.

SECTION II: The Author's Message

This is a summary of the information contained in the book.

What is the theme, if any?

Summary - What range & type of information is presented? (give specific examples)

What conclusions does the author present?

Are the author's conclusions justified by the data? (give specific examples to justify your answer.)

SECTION III: Your Evaluation of the Book (YOUR REACTIONS & CONCLUSIONS)

What items were most interesting to you? Why?

What items were most useful to you? Why?

What information most affected your thinking?

Does the author write well?

Is the book readable?

Is the author's treatment balanced? If there are two sides to a question, does the author present both?

The above questions are for your guidance in organizing your thoughts. I strongly recommend that you outline your report BEFORE you write it, but AFTER you read the book. THESE QUESTIONS ARE NOT TO BE ANSWERED WITH YES-NO OR ONE SENTENCE UNSUPPORTED GENERALIZATIONS. Give specific examples. If you are generous with your examples, then I can be generous with your grade. There is no length requirement, so long as you do justice to the ideas noted above. Remember to have the report proof read at the ACCESS tutoring center. Attach the proof-read copy to the corrected copy of your report.