



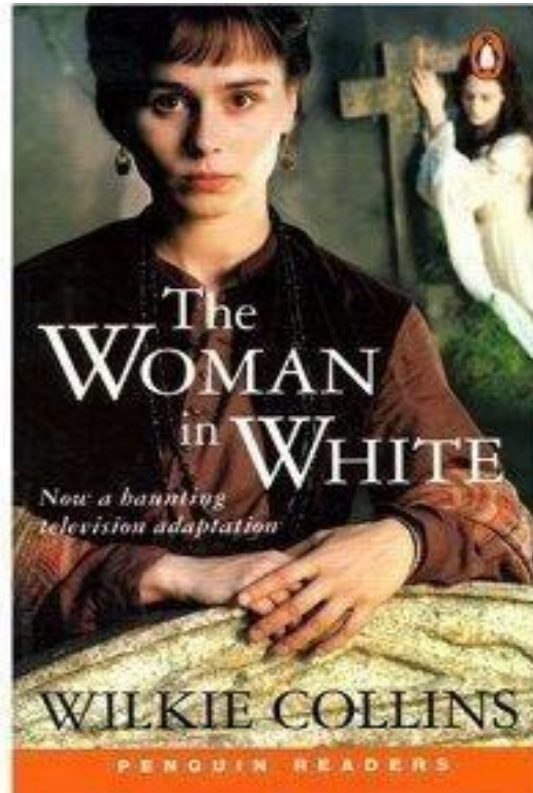
# Reading Fiction and Non-Fiction

EN2106 - Communication Skills I

Level I - Semester 2

# What is Fiction?

- Literature created through someone's imagination
- Not true



Source: [http://1.bp.blogspot.com/-sUQzopNY11s/TVgjo\\_lz\\_hl/AAAAAAAAAOU/7p9-6o4JS-A/s1600/The%2Bwoman%2Bin%2Bwhite.jpg](http://1.bp.blogspot.com/-sUQzopNY11s/TVgjo_lz_hl/AAAAAAAAAOU/7p9-6o4JS-A/s1600/The%2Bwoman%2Bin%2Bwhite.jpg)

# Reading a Fiction book

- Although it is said, “Don’t judge a book by its cover”; it is not true!
- We can definitely get an idea of the content of a fiction book by studying its cover.



# Parts of a Fiction book

## ➤ Front Cover

- Consists of title of book, author and illustrator.



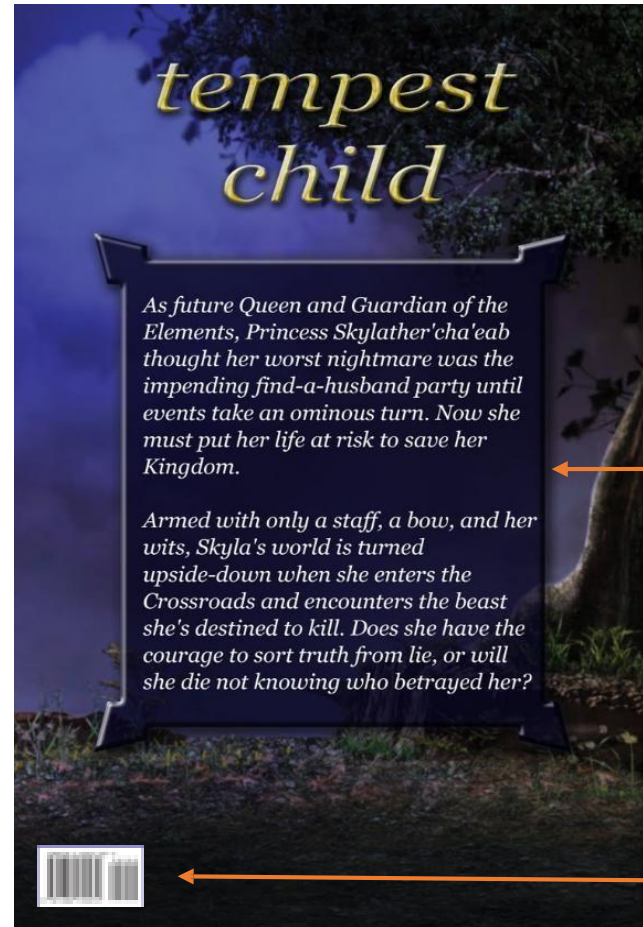
Source: [http://4.bp.blogspot.com/-ObJJEiARV1Q/Te6UTjNd8PI/AAAAAAAAAJA/3fDkkfZc36s/s1600/Tempest\\_Child\\_full.jpg](http://4.bp.blogspot.com/-ObJJEiARV1Q/Te6UTjNd8PI/AAAAAAAAAJA/3fDkkfZc36s/s1600/Tempest_Child_full.jpg)

# Parts of a Fiction book...

## ➤ Back Cover

Includes a blurb, ISBN, etc.

- Usually we first look at the front cover and the back cover of the book.
- A **blurb** is a short summary of the story or promotional piece that tempts you to read the book.



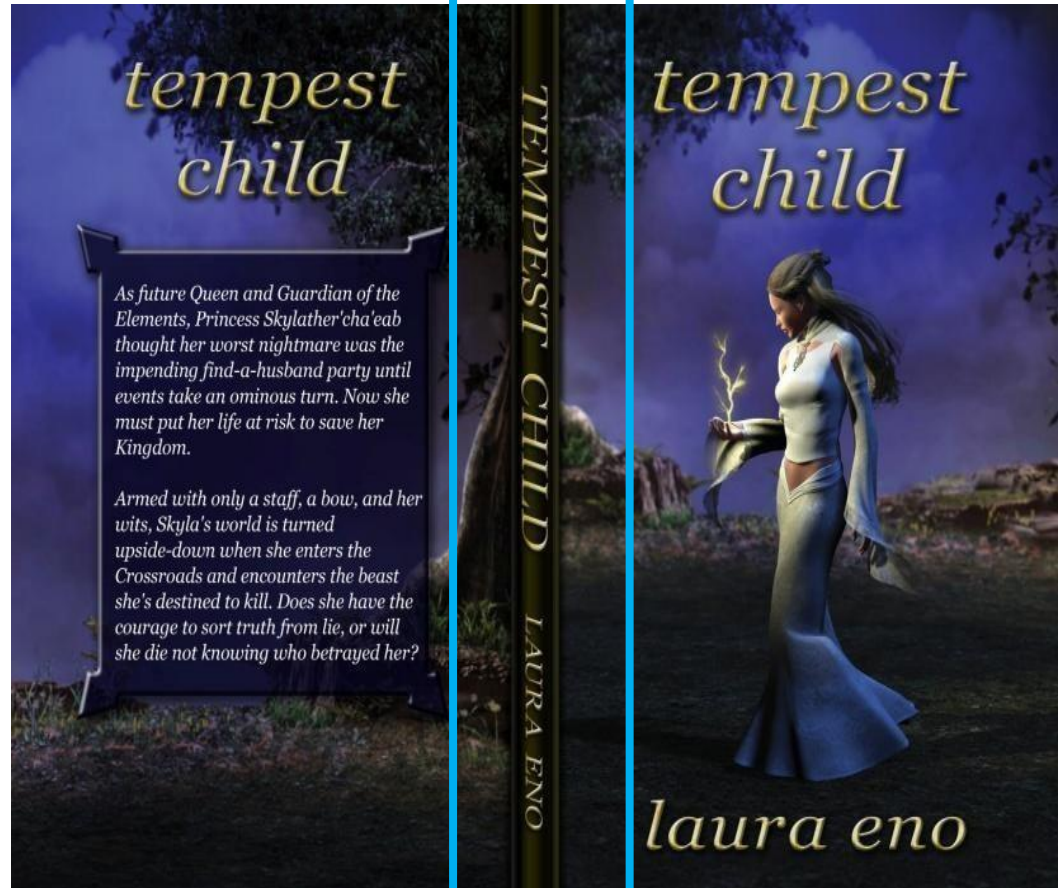
Blurb

ISBN

# Parts of a Fiction book...

## ➤ Spine

Consists of title of book, author/illustrator and publisher



Source: [http://4.bp.blogspot.com/-ObJJEiARV1Q/Te6UTjNd8PI/AAAAAAAAAJA/3fDkkfZc36s/s1600/Tempest\\_Child\\_full.jpg](http://4.bp.blogspot.com/-ObJJEiARV1Q/Te6UTjNd8PI/AAAAAAAAAJA/3fDkkfZc36s/s1600/Tempest_Child_full.jpg)



# Parts of a Fiction book...

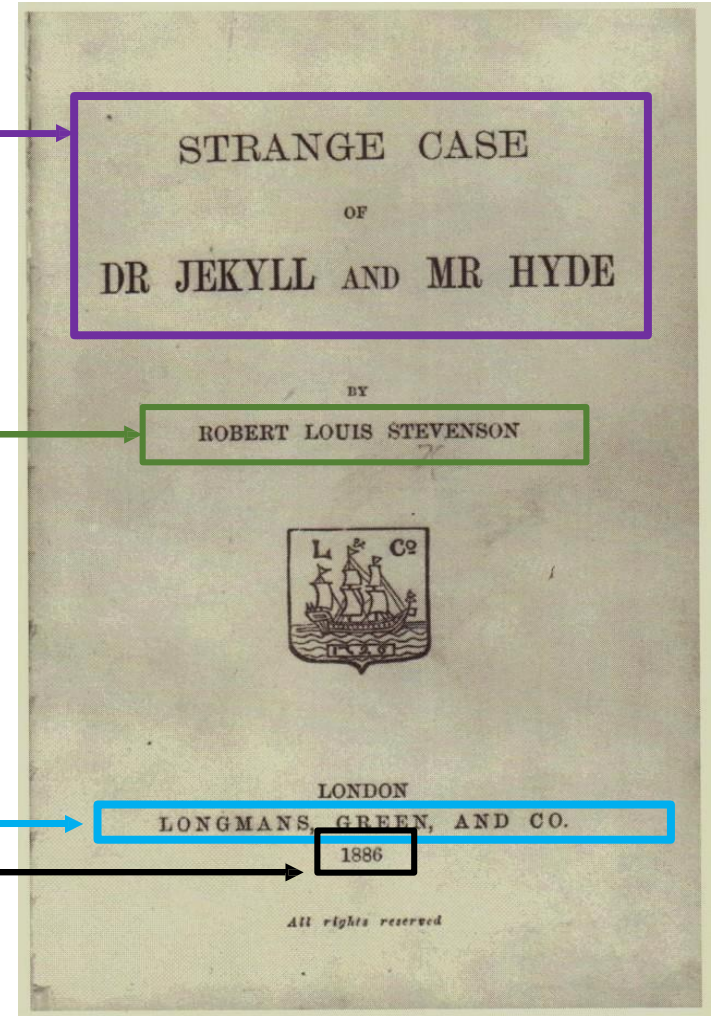
## ➤ Title Page

Consists of title,

author, publisher,

year of publication,

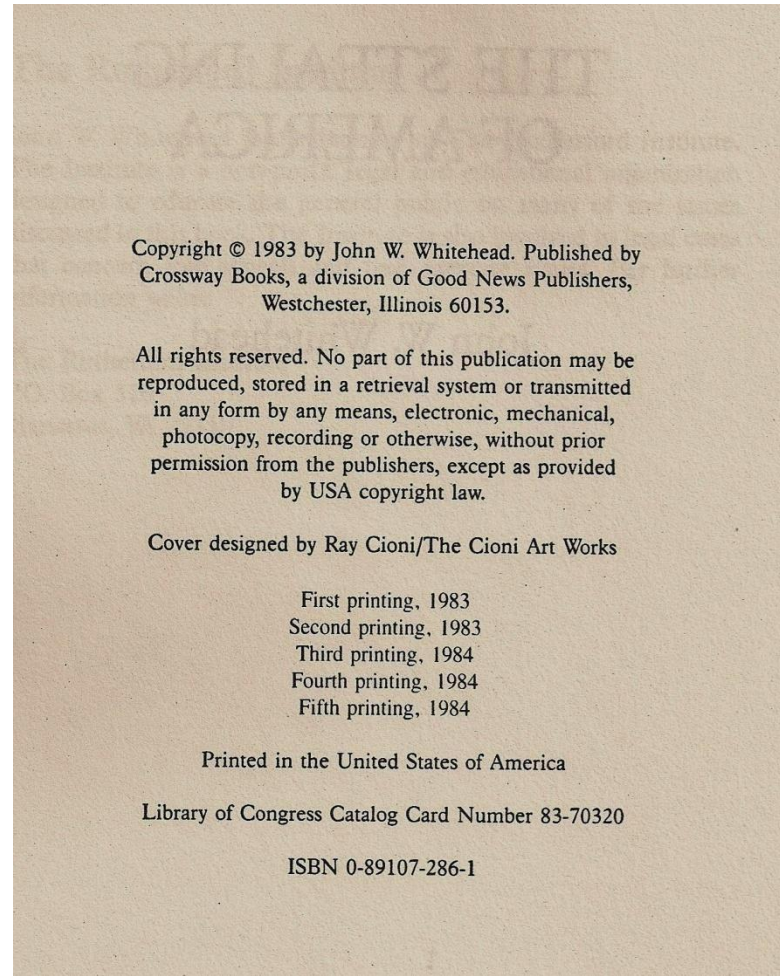
etc.



Source: [http://upload.wikimedia.org/wikipedia/commons/f/f8/Jekyll\\_and\\_Hyde\\_Title.jpg](http://upload.wikimedia.org/wikipedia/commons/f/f8/Jekyll_and_Hyde_Title.jpg)

# Parts of a Fiction book...

## ➤ Copyright page



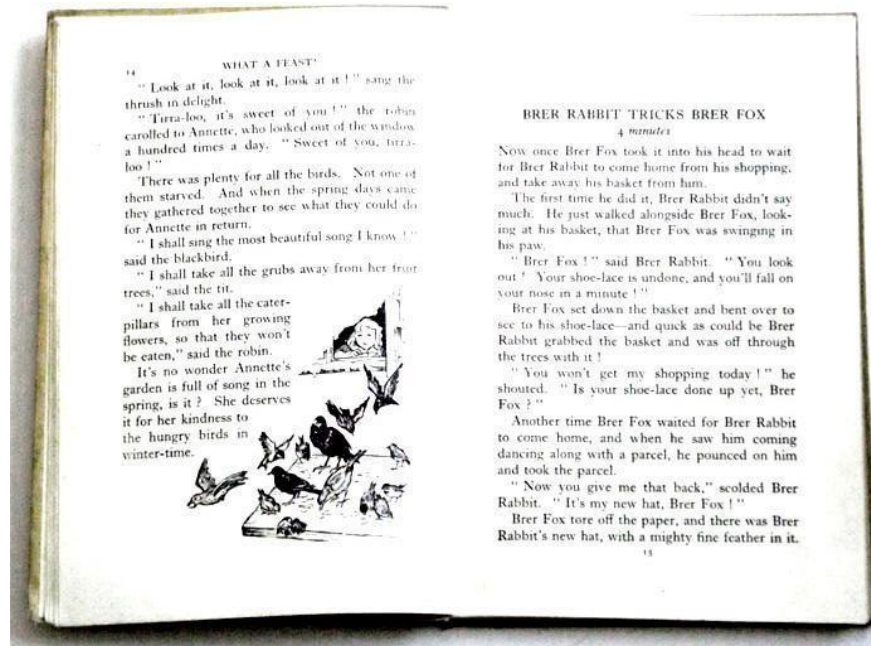
Source: [https://lh5.googleusercontent.com/-hk-\\_5cFoSjc/TXVmQcwiMfI/AAAAAAAAABW0/purPfe6RRt4/s1600/whitehead\\_pubdate\\_info.jpg](https://lh5.googleusercontent.com/-hk-_5cFoSjc/TXVmQcwiMfI/AAAAAAAAABW0/purPfe6RRt4/s1600/whitehead_pubdate_info.jpg)



# Parts of a Fiction book...

## ➤ Body text

- Pages containing the story



Source: <http://www.enidblyton.the-first-edition.com/Enid-Blyton-Book-Just-Time-For-a-Story-Inside-Image-5.jpg>



# Reading a Fiction Book

- Take a look at the front cover (title, author)
- Read the blurb at the back so you can get a glimpse of the story inside
- Scan<sup>1</sup> through the first few pages and body text
- This way you can choose a book for yourself to read



<sup>1</sup>Read about Scanning and Skimming; <http://www.aacc.edu/tutoring/file/skimming.pdf>

# Reading a Fiction Book

- Unlike, non-fiction, reading fiction involves reading from the beginning of your story to the end
- Read this way and enjoy the book
- For more information, see;

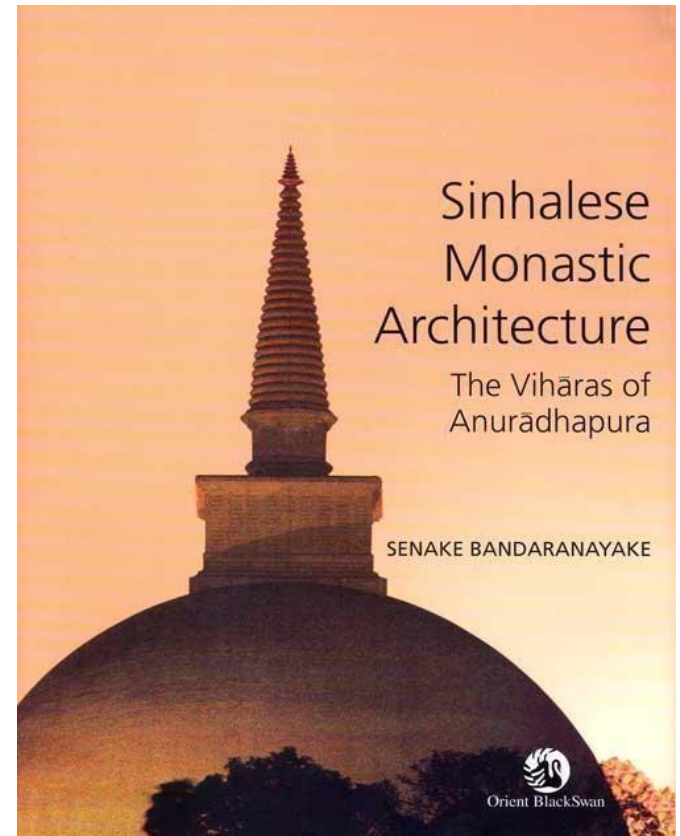
[http://www.humnet.ucla.edu/humnet/english/wwwroot2/TA/hyperteach/PDFs/read\\_fiction.pdf](http://www.humnet.ucla.edu/humnet/english/wwwroot2/TA/hyperteach/PDFs/read_fiction.pdf)



# What is Non-fiction?

➤ Writing that is about facts or real events

( [www.merriam-webster.com/dictionary/nonfiction](http://www.merriam-webster.com/dictionary/nonfiction): 2013 )



Source: <http://www.findyourbook.net/images/productimage/129216541149193750.jpg>

## Reading a Non-fiction book

- You read a non fiction book to get to know something
- Before you open a book, you must know what you are looking for
- Unlike reading fiction, you do not need to feel that you have to finish reading the book
- More likely, you are only looking for information you need to find





## Parts of a Non-fiction book...

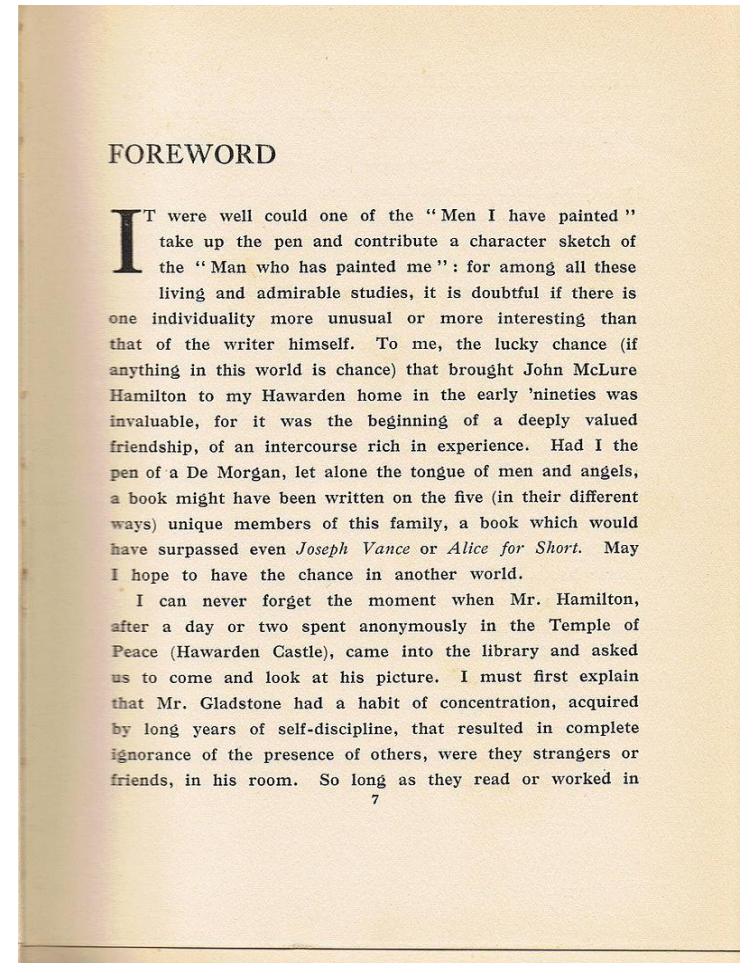
- **Front cover:** title, author's name, illustration, etc.
- **Spine:** title, author's name, publisher

# Parts of a Non-fiction book...

## ➤ Front matter:

**1. Copyright page:** title, author's name, copyright information,, ISBN, publisher information.

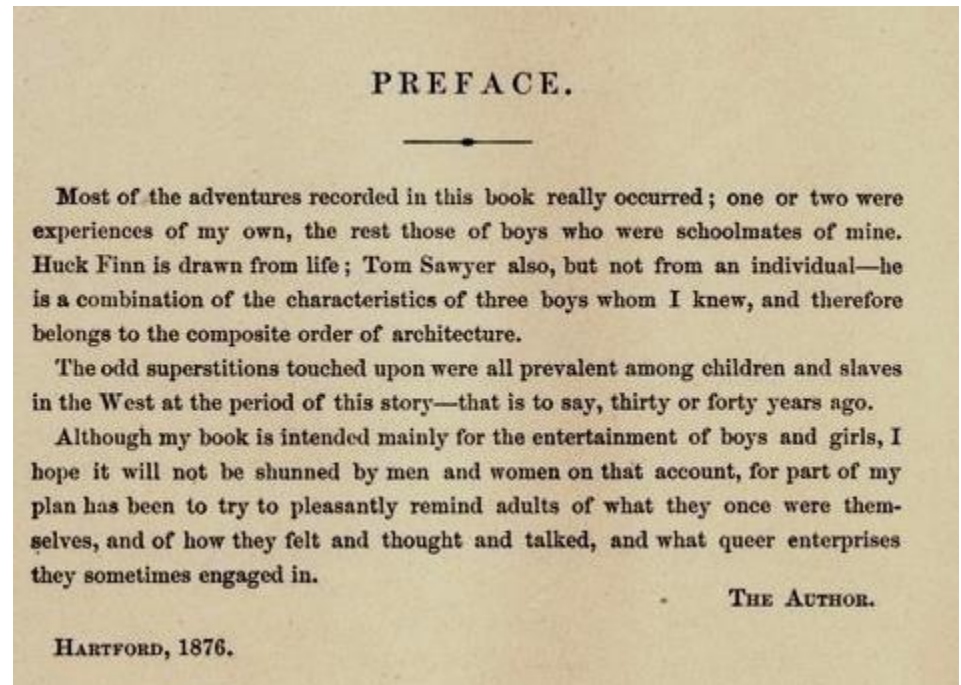
**2. Foreword:** usually written by an expert in the field



Source: [https://en.wikipedia.org/wiki/Foreword#/media/File:Hamilton\\_Men\\_I\\_Have\\_Painted\\_007.jpg](https://en.wikipedia.org/wiki/Foreword#/media/File:Hamilton_Men_I_Have_Painted_007.jpg)

## Front matter:

### 3. Preface: Author's personal story about the book



Source: <https://blog.reedsy.com/what-is-a-preface/>

# Front matter:

## 4. Introduction: practical guide to using the book;

### Introduction

Expect answers in this book: why my associates and I traveled to a remote tropical island to search for living pterosaurs and why so few professors have given us any hope that they still live. What about adventures, with danger, failure, and success? Yes, expect those, but I hope my readers will discover more than adventure—a purpose in life—as worthy a purpose as I have found. This is not an instruction manual for finding God, yet I suggest that the spiritual quest gives you the highest reward.

After reading this book, if one person finds a reason to live and abandons thoughts of suicide, what a reward for all of us involved! This is not a textbook for preventing suicide, yet I suggest each of us can find ways to bring meaning into the lives of persons around us, motivating all of us to keep living and learning.

Is this a tool for promoting Biblical Creation and ridiculing evolution? Clear thinking we need, without fear, allowing us to discover both truth and error in whatever camp we find ourselves, entrenched or visiting, at the moment. I suggest we beware of simplistic labels. That said, expect explanations for why my associates and I have rejected extreme naturalism philosophy and Darwin's unlimited common ancestry philosophy, what some call the General Theory of Evolution.

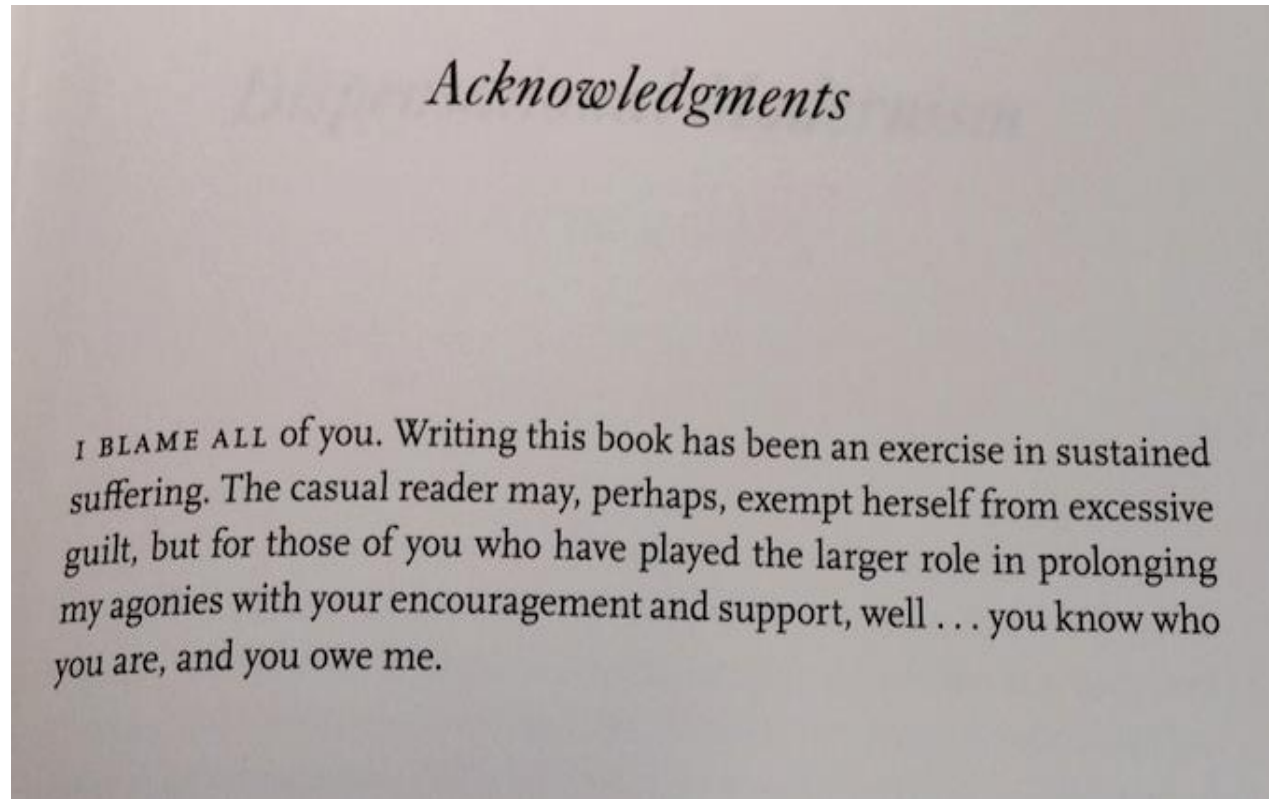
This is not propaganda for any human philosophy, yet I extoll the accomplishments of those Young Earth Creationists who have been my associates for many years. I suggest we allow ourselves to find literal truth in the Bible, regardless of whatever passages we had assumed were mainly symbolic. For those who think that pill too bitter, at least avoid ridiculing those labeled "creationist."

Responding to a strange idea by negatively labeling its advocate—that can blind us or at least blur the border between truth and error, even if our concept is better. When in human history has one person always been wrong? And when one pearl is found in the mud of an old oyster bed, expect another.

Source: <http://www.sfrfg.com/sample-pages/introduction-1/>

## Front matter:

5. **Acknowledgement:** recognizes people who contributed



Source: <https://twitter.com/between2worlds/status/619497933818310656>



# Parts of a non-fiction book...

➤ **Chapters:** Body text

➤ **Back matter:**

## 1. **Bibliography:** References

**Bibliography**

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- Steele, S. (2014). More on the Bechdel Test. In Pass the Bechdel Test. Retrieved December 1, 2014, from <http://www.passthebechdeltest.com/what-is-the-bechdel-test/>

Source: <https://www.quora.com/unanswered/How-are-movies-cited-in-a-bibliography>



# Back matter:

## Appendices

### Appendix I

#### LIST OF DEPARTMENT OF EDUCATION CIRCULARS RELATED TO SPECIAL EDUCATION

Go to [www.education.ie](http://www.education.ie) and click on Circulars to download any particular one.

Circular ID	Circular title
0052/2009	Revised arrangements for teachers and special needs assistants liable for class A PRSI contributions who propose to take maternity leave/adoptive leave
0037/2009	Notification of transitional arrangements being put in place in relation to the outcome of the review of all special needs assistant posts in primary, special and post-primary schools by the National Council for Special Education
0036/2009	New arrangements for the payment of part-time learning support/resource and language support teachers from 1 September 2009
0024/2009	Arrangements for the 2009/2010 school year in relation to learning support/resource posts, resource teacher posts and associated part-time hours
0015/2009	Meeting the needs of pupils for whom English is a second language
0009/2009	Review of all special needs assistants posts in primary, special and post-primary schools by the National Council for Special Education
0007/2009	Graduate certificate in the education of pupils with autistic spectrum disorders (ASD) for teachers working with pupils with ASD in special schools, special classes or as resource teachers in mainstream primary and post-primary schools 2009/2010
0005/2009	Combined post-graduate diploma programme for continuing professional development for teachers involved in learning support 2009/2010
0109/2008	Revised rates of pay for special needs assistants with effect from 1 September 2008
0083/2008	Application for part-time learning support/resource teacher and resource teacher grants 2008/2009
0075/2008	Home tuition scheme – primary

Source: <https://www.yumpu.com/en/document/view/39754047/appendices-appendix-1-gill-macmillan>

## 2. Appendices: background information or details

# Back matter:

## GLOSSARY

<b>Atmosphere</b>	The gaseous mass that surrounds any planet, including Earth.
<b>Density</b>	The number (as of particles) per unit of measure.
<b>Galaxy</b>	A system of stars independent from all other systems.
<b>Moon</b>	The natural satellite of any planet.
<b>Orbit</b>	The path taken by a satellite around a celestial body.
<b>Planet</b>	A large, nonluminous mass, usually with its own moons, which revolves around a star. Planets are found everywhere in the galaxy.
<b>Solar</b>	Having to do with the sun.

Source: <https://sites.google.com/site/thefalconfind/glossary-index>

### 3. **Glossary:** alphabetically arranged dictionary of terms used in the book

## Back matter:

**4. Index:** is a list of words or phrases and associated pointers to where useful information can be found in the book

### Index

#### A

About cordless telephones 51  
Advanced operation 17  
Answer an external call during an intercom call 15  
Answering system operation 27

#### B

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#### C

Call log 22, 37  
Call waiting 14  
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#### D

Date and time 8  
Delete from redial 26  
Delete from the call log 24  
Delete from the directory 20  
Delete your announcement 32  
Desk/table bracket installation 4  
Dial a number from redial 26

Dial type 4, 12  
Directory 17  
DSL filter 5

#### E

Edit an entry in the directory 20  
Edit handset name 11

#### F

FGC, AGTA and IC regulations 53  
Find handset 16

#### H

Handset display screen messages 36  
Handset layout 6

#### I

Important safety instructions 39  
Index 56-57  
Installation 1  
Install handset battery 2  
Intercom call 15  
Internet 4

Source: <https://www.prismnet.com/~hcexres/textbook/indexing.html>

## Reading a Non-fiction book contd:

- As in the case of a fiction book, we go through the front and back covers, spine and front matter of the book.
- To find what you want to know (without reading the whole book), you should go through;
  - The content page
  - Index (e.g. if you need to read about *management*, find the word in the index, which will tell you the exact pages to read)



# Content Page

## Contents

<b>1. Introduction</b>	2
<b>2. The History of Grammar</b>	5
<b>3. Parts of Speech</b>	29
Nouns	31
Verbs	35
Adjectives	39
Adverbs	43
<b>4. Sentences</b>	46
Complex Sentences	68
Compound Sentences	75
<b>5. Paragraphs</b>	85
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Expository	105
Narrative	107
Persuasive	118
<b>6. Conclusion</b>	130
<b>7. Appendix</b>	133
<b>8. Resources</b>	158

Source: <https://www.yourdictionary.com/index.php/pdf/articles/297.table-of-contents-2.pdf>

**The End.**