



Indexes and contents pages

Most non-fiction books will have both a **contents page** and an **index**.

The **contents** page is at the front of the book. It lists what is in the book in the order of the sections or chapters, starting with the first page and moving through the other pages of the book.

The **index** may spread over several pages at the back of the book. It lists important names, places and topics in the book, together with the page number where each is found. These entries are listed in alphabetical order.

If you want a general idea of what's in a chapter, or if you want to **skim** through to see what's there, turn to the contents page.

If you need to find a specific reference, turn to the index, find the page number and then **scan** that page for what you want.

Here are examples of a contents page and an index from a cookery book:

<u>CONTENTS PAGE</u>	
Soups	1
Starters	17
Meat dishes	45
Fish dishes	69
Vegetables	84
Sweets	108
Cakes and biscuits	152

<u>INDEX</u>	
Aduki beans 89	Banana loaf 167
American brownies 110	Barbecue sauce 56
Anchovy butter 49	Beans
Apple	baked 94
crumble 114	green 104
pie 115	bean soup 5
Artichokes 99	Beetroot salad 86
Avocado dip 26	Biscuits 168-177

If you wanted to see recipes for soups, you would use the contents page and then skim through pages 1 to 16.

If you knew you wanted to make bean soup, then you would use the index and turn immediately to page 5.