

# TEXT BOOK AND SUPPLEMENTARY MATERIAL

## Introduction

Text book is an important and most widely used teaching aid. A textbook may be described as an aid to teaching and learning which is specially prepared by experts for the use of pupils and teachers, presenting a course of study usually in a single subject. It is a manual of instructions, book containing a presentation of the principles of the subject used as basis of instructions. It is equipped with the usual teaching devices. All the students are expected to study the text-books thoroughly. It includes exercises at the end of the chapter. Questions are generally set on the basis of the contents of the text book.

## Meaning and Definitions

The word text-book consists of two words text and book. Text means written or printed material. Book means 'A set of pages that have been fastened together inside a cover to be read. Text book determines the standard of curriculum and the methods of teaching. The students can obtain a great knowledge through the writings of various writers. Following are some definitions of a text book:

**Andrew Lang (1844-1912)**, a Scottish author, states that a text book is "a standard work for any branch of study."

**Tillin and Qunily**, in Educational Technology says that a text book is a "book used as instructions which contains the basic principles of a subject"

**A Handbook of British Educational Terms (1963)** “a textbook is a book prepared specially to assist learners in mastering a subject or a part of subject.”

**Dr. S.K. Kochar** states that “Text book is a specially written book which contains selective and systematic knowledge”.

**Cater V. Good** :In Dictionary of Education (1993) Explains textbooks as

1. Any manual of instructions.
2. A book dealing with a definite subject of study. Systematic arranged intended for use at a specific level of instruction and used as a principle sources of study material for a given course.

**So a text book has the features or functions like:**

1. A text has a structured framework
2. A textbook is an instrument of some instructional objective.
3. A text book is an important tool for the teacher.
4. A text book is a constant companion of students.
5. A text book is a self teaching device.
6. A text book provides logical and comprehensive material.
7. A text book is a transmitter of culture.
8. A text book enables or serves as a laboratory.
9. A text book serves as a basis for almost all the methods.
10. A text book gives definite information.

## **Types Of Books**

There are four different categories of books which are given below e

1. Students' Text-Books
2. Teachers' Text-Books
3. Work Books
4. Supplementary Books.

**1. Students' Text-Book:** Almost everyone is concerned with students' text-books as these are directly linked with the teaching learning process of the students. Textbooks of this type are used by the student community. They form the foundations mainly on which stand almost the whole of their knowledge. At the school level, text-book is considered to be the be all and end all of life for the student. The main objective of reading such books is to acquaint the students with proper linguistic material. It is generally called the course book of the students.

**2. Teachers' Text-Book: Teacher's Text Book:-** These books are certain available for the teachers in the market. It is meant for the teachers in addition to students'text book. These books are called teachers'text books. They provide a sort of guidelines to the teachers for using the students'text books in

better manner. These are specifically designed keeping in view of problems which are frequently faced by teachers. A few hints, guidelines, meaning of specific words, answer to some typical type of questions etc. It improves the performance of the teachers in the classroom.

**3. Work-Books:** Apart from text books and teachers' text books ere are practical type of books which help the learners to have a lot of actice in some selected items of learning. Such types

of books contain large number of exercises. A few exercises may be reading exercises, earning exercises, writing exercises, testing exercises etc.

Work-books are extensively used in the teaching of language. Work- Books are combination of book material and the notebook. The students read the questions and they write the answers on the blank space provided in front of the question or in the next line following the question. Exercises like fill in the blanks, correction of sentences, change the narration, change the voice etc., are given in such a way that the students attempt their answers on the space provided in the book itself. The work-book once completed by a student cannot be used again. jective

**4. Supplementary Books:** Supplementary Books are those type of books which are used to supplement the material learnt in the text- book. Student text-book provides basic knowledge to the students. They study their text-book very intensively. The supplementary book helps them to have a better grasp over the subject matter and have their immense value in the case of languages. The vocabulary and the structures are almost the same as in the text-books. They are designed according to the mental level of the students. By using different situations and story elements the interest of the learner is aroused.

## **Need And Importance Of Text Book**

### **Importance for Teachers**

1. It helps the teacher to teach in an organized way as it contains the topic in as systematic way.
2. With the help of text book the commerce teacher can provide all introduction about the content.
3. It provides certain well-illustrated examples about the topic.
4. It also helps the teacher in assigning the home-task to the pupils.

5. The teacher can introduce the students to reach this selected material about commerce.
6. It helps the teacher in finding out new ideas and help in organizing different activities in the class room and outside the classroom.
7. In the absence of instructional objectives the teachers cannot make his teaching-learning process effective.
8. Text-book provides the certain well illustrated examples about topic.
9. It serves as a reference book to the teacher.
10. A good book suggests the steps of planning, methods of teaching regarding a particular topic.

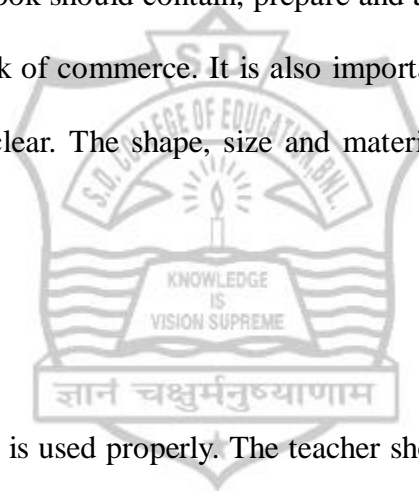
### **Importance for Students**

1. A good text book provides the students with well graded knowledge.
2. It helps in pre-preparation. They may get themselves prepared for studying the next day lesson.
3. It helps in saving the time and energy of students, as they provides ready material in these books.
4. It helps a student to understand the subject matter as it makes the things clear.
5. Students can take the help of the books in solving unsolved problems.
6. It is also very useful in case a student has to remain absent from class due to any reason.
7. It is very helpful for students in preparation during exams.
8. It also helps in preparing notes.
9. It helps the slow, average and fast learners.
10. It helps the students in making generalizations of different basic concepts.

### **Principles of Selection of a Good Text Book**

1. A good text book of commerce should be according to the ag ability and interest of pupils.

2. It should be well-illustrated with pictures, charts, diagrams and graphs as it makes the book interesting.
  3. It should be selected in such a way so that it describe things detail and explain points fully.
  4. A good commerce text book should be such as that the form of self-study reader.
  5. A good text book should be full of illustration.
  6. It should also suggest good method of learning.
  7. Commerce is a vast subject so it should be in mind that treatment topic should be logical and systematic.
  8. A good commerce text book should contain, prepare and adequate suggestion for activities.
- While selecting a good text book of commerce. It is also important that the language used in text book should be so simple and clear. The shape, size and material of the book should be of fine quality.



### **How to Use a Text Book**

A text book is valuable only if it is used properly. The teacher should not consider that his work is confined to transferring the contents of the text book into the heads of the pupils. It should be used only as the source of instructional material. It should be used as an aid in teaching. It should be followed carefully and intelligently.

The contribution of the text book can be increased by creating situations where the pupils have a real purpose for turning to the text book. The greater the capacity, knowledge, professional training and experience of the teacher, the less he needs to depend on his text-books.

### **Essentials Of Good Text-Book**

According to Hall Quest "A good text book" is

1. A source of knowledge
2. A guide,
3. A tool,
4. A means of interpreting truth and 5. an inspiration to the pupil.

At present there is a great need of good text-books in all the regional languages. But books are generally of low standard except very few, tendency to prefer quantity to quality specially in evaluating the text books.

### **Criterion for Selection of Text-Book**

For selection of text books, characteristics of text book can be divided or classified under two heads:

#### **A. Academic**

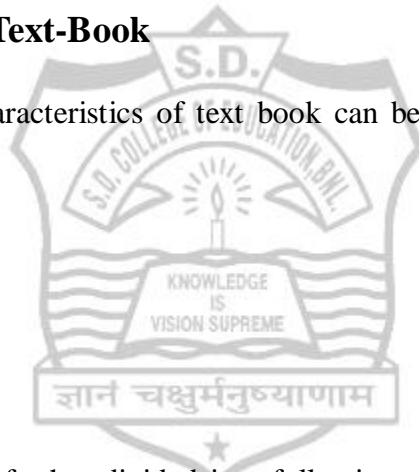
#### **B. Physical**

#### **A. Academic Aspects**

Under academic head it can be further divided into following parts or following things must be considered under academic head:

#### **1. Selection of Content**

- (i) Relevant content: The content should be relevant to the instructional objectives of commerce.
- (ii) Coverage of the course: The content should cover the topics given in the syllabus.
- (iii) Adequate content: It should be adequate in respect of each topic.
- (iv) Accurate content: The content should be accurate.
- (v) Up-to-date content: The content should be up to date.



(vi) Continuity and balance: The continuity and balance among the various topics should be maintained.

(vii) Integrated content: The selected topics should be properly integrated from the preceding to the succeeding class.

(viii) Linking with life: The material must also contain the day to day life situations and their links.

Organisation of Content

## 2. Organisation of Content

(i) Division into units: The subject matter should be divided into proper chapters and units.

(ii) Division into sections: The subject matter should be properly divided into sections and paragraphs.

(m) Psychological approach: The approach followed in the book should be suitable to the needs of the students.

(iv) Coherence in the subject-matter: There should be sufficient coherence and sequence in the organisation of the subject matter.

(v) Flexible organisation: The organisation should be flexible enough to submit to changes in accordance with the change in the instructional plans.

## 3. Presentation of Content

(i) Attractive and appropriate title: The titles of the chapters should be appropriate.

(ii) Motivating presentation: The presentation should motivate children for further study.

(iii) Interesting and creative approach: The matter should be presented in a creative and interesting manner to create interest

(iv) Adequate terminology: The presentation should provide an adequate coverage of the terminology relevant to the syllab



(v) Adequate provision for replication: It should provide adequate reinforcement of new items of learning through replication and application.

(vi) Provision for suitable suggestions for teachers: The presentation should provide some suggestions and implications for adoption of effective teaching methods and instructional strategies by the classroom teacher.

#### **4. Verbal Communication or Language**

(i) Appropriate vocabulary: The vocabulary should be appropriate for the class level.

(ii) Short and simple sentences: The sentences should be simple and short.

(iii) Correct spellings: The spelling should be correct.

(iv) Correct Punctuation: Punctuation should be done correctly.

(v) Grammatically correct language: The language should be grammatically correct.

(vi) Proper use of technical terms: The technical terms should be used properly and suitably explained wherever necessary.

#### **5. Visual Communication (illustrations)**

(i) Clear illustrations: The illustrations should be correct and authentic.

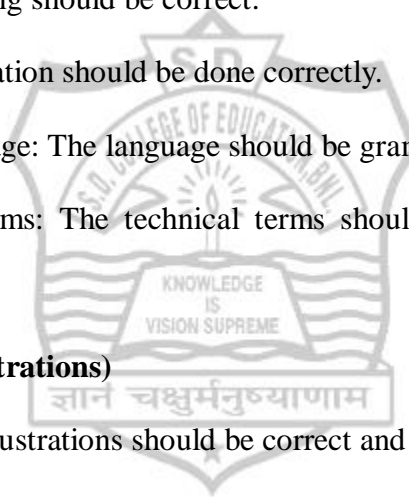
(ii) Purposeful presentation of illustrations: The illustrations should be purposeful and appropriately placed in the text book.

(iii) Adequate illustrations: The illustration should be adequate proper in size and suitably captioned.

(iv) Supplementation of text: The illustration should supplement the text.

(v) Variety of illustrations: There should be variety in illustrations.

#### **6. Learning Assignments (Exercises & Projects)**



- (i) Adequate exercise: The exercises should be adequate to text the various purposes like recapitulation, consolidation etc.
- (ii) Wide coverage: The exercise should cover the significant content.
- (iii) Scope for projects: The projects provided should help in achieving various purposes of teaching commerce.
- (iv) Real Projects: The projects should have close resemblance to actual life situations.
- (v) Challenging exercises: The exercises should promote the spirit of enquiry and motivate the students for further study.
- (vi) Graded exercises: These exercises should suit the special needs of the gifted as well as slow learners.

## **7. Prelims and Backpages**

- (i) Appropriate title page: The title page should give the necessary information like suitable title, authors name, publish name, place of publication and its year of publication.
- (ii) Suitable Preface: Preface should give an idea about the s and central theme of the book.
- (iii) Effective introduction: Introduction should explain the and purpose of the book given correctly.
- (iv) Correct table of contents: The table of contents should be
- (v) Bibliography: Bibliography should be given correctly and according to the uniform system.
- (vi) Suitable glossary: Glossary should be given in proper.
- (vii) Index: Index should be given where possible. language

## **B. Physical Aspects**

### **1. Size of the Books**

- (i) Suitable size: The size should be suitable from the viewpoint of age group of students.

(ii) Suitable volume: The volume should be suitable in relation to the size of the book.

## **2. Printing Layout**

(i) Suitable length: The length of the line should be such as can be conveniently read by the students.

(ii) Suitable type: The type size used for chapter title, subtitles, footnotes, exercises etc. should be suitable for the age group of the students.

(iii) Appropriate margin: The left-hand, right hand, top and bottom margins should be appropriate.

(iv) Aesthetic Outlook: The margins should provide an aesthetic look to the pages of the book.

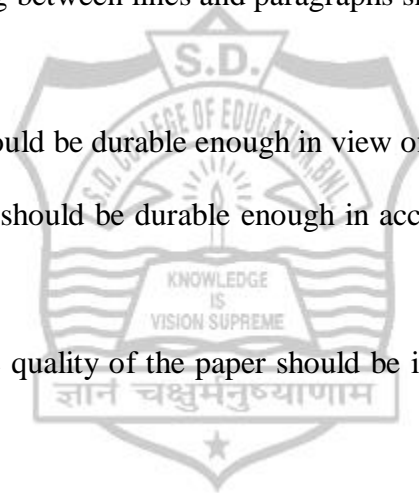
(v) Appropriate Spacing: Spacing between lines and paragraphs should be appropriate.

## **3. Durability**

(i) Durable paper: The paper should be durable enough in view of the age-group.

(ii) Life of the book: The paper should be durable enough in accordance with the expected life of the book

(iii) Suitable price of paper: The quality of the paper should be in accordance with the cost of the book.



## **Guidance for Use of Text Books**

1. A text book should be treated only as an aid. 2 It is to be used for reading silently in the class and not for reading loudly in the class.

3. A text-book should be used as subsidiary and supplementary not primary and fundamental.

4. The teacher must have a good command in order to use text book properly.

5. The teacher must read the book carefully and evaluate it before using and recommending.

6. The teacher should supplement the text book with activities.

## **Demerits of Text Book**

1. The students get readymade answers and this defect the very purpose of introducing new methods.
2. The text-books are great hindrance in new methods of teaching.
3. They introduce rigidity which kills initiative of the students and teachers.
4. These do not provide direct experience.
5. These have narrowed down the scope of curriculum.
6. It has dominated the methods of text and evaluating process.

