

ENGLISH
for
COMMUNICATIVE TASKS
in
HIGHER EDUCATION

**With Additional Grammar
&
Use of Library Supplements**

**Biola Odejide
Dayo Soola
Wole Oyetade
Tola Mosuro**

**English for Communicative
Tasks in Higher
Education**

With

**Additional Grammar and
Use of Library Supplements**

Biola Odejide

Dayo Soola

Wole Oyetade

Tola Mosuro

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Wole Oyetade
Tola Mosuro

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The Book Itself

In Nigeria as in many other countries, books and book related materials are considered main sources of information by library users. In recognition of this, "The Book itself" is seen as an important aspect of this discourse.

Books mean different things to different people. Through the imagination of great authors, we can enjoy stories and adventures of far and near places and distant ages. We can even understand more clearly and appreciate the various aspects of living in our own times and places. Books are an invaluable source of information about every subject imaginable. The importance of books in accomplishing school work can not be over emphasized just as they can satisfy ones curiosity about almost anything in the world.

In order to get the most enjoyment and information from books, it is important to appreciate what the book consist. Each part of the book has its own peculiar purpose and it is worth getting familiar with the various components.

The Title Page

The Title Page in any book is usually on a right hand page. It often shows the title of the book, its author, publisher, and date and place of publication.

Other information given on the Title Page may include: the author's official position, degrees, or other indications of his authority on the subject he is writing about; names of editors or illustrators who have contributed to the publication of the book; and edition number of the book if it is a later edition than the one first published.

**ENGLISH
AND
VERBAL APTITUDE TESTS
FOR
COMMON ENTRANCE
EXAMINATIONS**

FOURTH EDITION

by

OLADAPO ADELUSI, B.A. (Lond.) Dip. Lib. (Ib.)

*Formerly Senior English Master,
Methodist High School, Ibadan.*

ONIBONOJE PRESS & BOOK INDUSTRIES (NIG.) LIMITED

1974

Figure 1.1.

The Copyright Page

The Copyright Page is immediately after the Title Page. In fact, it is at the back of the Title Page i.e. the verso of the title page. On this page, one can discover when the book was first published, when it was published in its present form, in other words, one can know how up-to-date its content is likely to be. Should the publisher or author intend to prevent others from copying the intellectual work, he is required by law to print a copyright notice on this page.

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By implication, it is evident that the book was first published in 1985 while later editions were published in 1989, 1993, and 1997.

First published in November, 1967.
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 Reprinted by off-set 1970, 1971, 1972, 1973.
 Fourth edition, revised and enlarged, May, 1974.
 Reprint in July, 1976.
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Figure 1.2

Introductory Statements

The foreword, preface or the introduction are explanatory statements to the purpose of the book. The statements usually explain how the book came to be written and describe the particular needs it intends to meet. It also lists names of people who contributed to the publication of the book. The introductory statements may be written by another person or by the author himself. There may be a shared responsibility with the author writing the preface while the introduction or foreword is written by any other person.

The importance of preface to the book cannot be ignored. This is so because it makes the reader to get hints about the contents or to find out whether the book contains the information sought by the reader.

Table of Contents

The Content page usually lists the chapters and sections of the book in the order in which they appear and gives the corresponding page number for the beginning of each chapter. The table of contents is a quick means of knowing what the book is about, and what general topics are included in the book.

In most books, there are many illustrations and where this is the case, a list of these illustrations usually follow the table of contents.

The Main Part of a Book

The main part of the book contains the reading matter. It is usually the sections where the subject matter or theme of the book is discussed. It is called the book or text and often divided into chapters.

Other Parts of the Book

The main part of the book may be followed by an appendix which consists of additional materials though not an integral part of the main text but essential in helping to clarify certain issues discussed in the book. The appendix may contain figures, charts, tables and similar additions.

It may also include a bibliography which is a list of references of works related to the subject of the book, or glossaries – a list of definitions of terms used in the text. Other components of a book include the indexes – the author/title and subject indexes.

Using the Book

Books should be handled intelligently so as to make them durable. Each book has its own 'integrity' which should be respected by the reader. In order to avoid its getting torn or dirty or coming apart where it was bound, a reader must not mishandle a book. As noted earlier, a book is a valuable source of knowledge and/or pleasure, it must necessarily be treated therefore with a measure of care.

In using a book, care should be taken to:

- (i) open it properly;
- (ii) ensure that the cover is kept on the book to protect it;
- (iii) ensure that the book is handled with clean hands when using it;
- (iv) use a flat book-mark or strip of paper to mark the pages; and
- (v) to replace the book carefully after use.

The reader must not:

- a. stick anything in the binding;
- b. carry pens or pencils between the pages'
- c. fold the paper or edges of the sheets;
- d. mark or deface the pages;
- e. get the book dirty, soiled or wet; and
- f. tear out pages or force the covers open beyond its normal position flat on the table as evident in the illustrations below:



Figure 2: Ways in which books should not be handled.

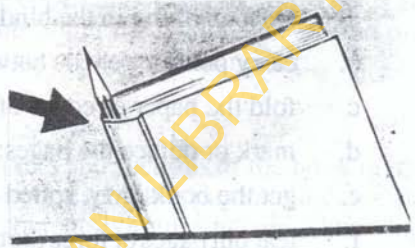
The author's name is usually written with initials and surname. The name appears on the title page of the book. This is done to avoid confusion with the names of other authors. This is done to avoid confusion with the names of other authors. The initials and surname are arranged alphabetically in the catalogue.

The title of the book follows immediately in the second line. Such information as the imprint, i.e. place of publication, publisher's name and

Introductory Statements

The introductory part of a book covers all the preliminaries for the purpose of the book. The statements in this part are usually written in an introductory manner. They are usually written in a simple and direct manner. They are usually written in a simple and direct manner. They are usually written in a simple and direct manner.

DON'T DO ANY OF THESE



The Main Part of a Book

The main part of the book is the part where the subject is discussed in detail. It is the part where the author presents his ideas and arguments. It is the part where the author presents his ideas and arguments. It is the part where the author presents his ideas and arguments.

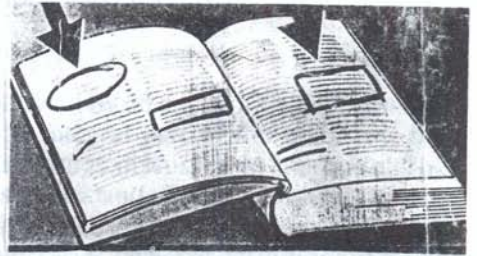


Figure 2: Ways in which books should not be handled

Using the Book

Books should be handled intelligently. They should be used as a source of information and not as a source of entertainment. They should be used as a source of information and not as a source of entertainment. They should be used as a source of information and not as a source of entertainment.

It is important to use books intelligently.