

### **How to do a good Book Review:**

These are a few tips or techniques to carry out a good 'Book Review'. This is not a complete list of techniques that are required to undertake a Book Review however; this will give you a good start to do a Book Review.

- Give title of the book, for example "Charismatic Leader".
- Give a brief introduction of the author, his/her major work, key contribution to the subject matter and academic interests, main assignments during his/her work etc.
- Review table of content; does it have all the essential ingredients such as organization of the book, introduction, the chapters, glossary, bibliography, index etc.
- Give a brief theme and a summary of the Book, (in every good book, in first pages a brief summary of the whole book is given, read properly that abstract or the introduction of the book and write a short note on the overall book).
- Brief summary of the book should be followed by a brief summary of every chapter one by one. In a good book each chapter will start with introduction and will end with a conclusion of the chapter.
- Highlight merits and demerits of the Book in terms of its academic and intellectual strengths and weaknesses as per your own point of view; especially about the book (Language, References, Bibliography, Glossary, Index and etc.).
- Conclude your Book Review with an overall assessment about the Book.

### **Some more useful techniques:**

- Read the book carefully and try to understand the theme of the book and its contribution to the existing knowledge on the subject matter.
- While reviewing a book, avoid reading other reviews of the same book
- Always give a second and even third reading to improve your work
- Be fair and thoughtful

Thanks, and take a very good care of yourselves.

Dr. Robina