CHAPTER /

# Using the Contents, Index, Page References, and Vocabulary

Note: Some instructors may feel that certain things explained in this chapter are very obvious. They may think that to teach them would be a waste of time, or even an insult to the students. But skills in using an index and looking up page references should not be taken for granted. If you allow time for explaining and helping students master these basic skills, it can make a big difference in their problem-solving abilities.

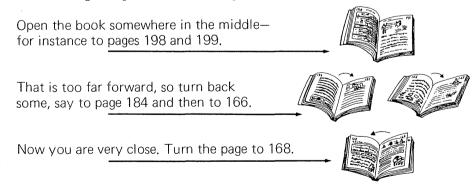
## LEARNING HOW TO LOOK THINGS UP

Persons who have not done much reading may find it difficult to use an information book effectively. In addition to reading slowly, they may also have difficulty finding what they are looking for. Sometimes they try to find things by flipping through the book, looking at the pictures. But this can be slow, and they may miss important information.

Early in the training course, **take time to show students how to use their books**. Instructors and more experienced students can guide others in practicing how to look things up.\* The following are some points you may want to explain.

#### Page numbering

The pages are numbered in order: 1,2,3,4,5,6,7,8,9,10 . . . 20 . . . 30 . . . 100 . . . 200, and so on. So if you want to find page 168 to read about 'Cough', do not start at the beginning of the book and go through it page by page. Instead . . .



\*It is a good idea, in the first days of the course, to check each person's reading ability, knowledge of alphabetical order, and basic arithmetic skills. Provide special practice for those who need it. But be sure these students are not made to feel ashamed because they have had less schooling. Include them in all regular classes and help them feel free to participate.

#### Alphabetical lists

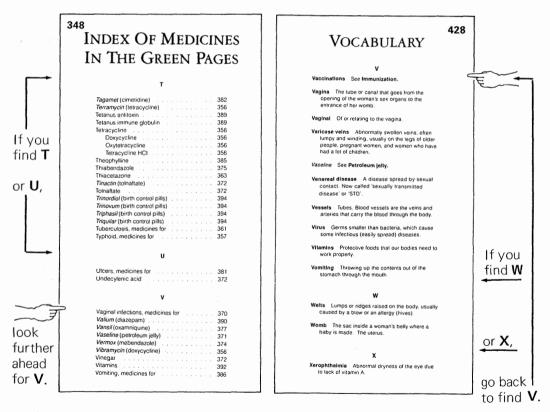
Where There Is No Doctor has several reference sections, or lists where you can look things up. Three of these are arranged in alphabetical order:

- The **INDEX** (the yellow pages at the end of the book)—where you can look up the page or pages with information about almost anything in the book.
- The INDEX OF MEDICINES in the GREEN PAGES—to help you find the page with the uses, dosage, and precautions for the medicine you want to know about.
- The VOCABULARY—where you can look up the meanings of words written in *italics* in the main part of the book.

In each of these lists, the words are arranged so that their first letters are in the order of the alphabet: A,B,C,D,E, and so on until Z.

Suppose you want to look up 'Vomiting'. Depending on whether you are interested in **medicines**, a **definition**, or a **full discussion** on vomiting, you can look it up in the GREEN PAGES, the VOCABULARY, or the INDEX.

First, look for the large dark letters in the center of each column. V will be near the end of the lists because it is near the end of the alphabet.



After you find V, start looking for 'Vomiting'-after 'Vaccinations' and 'Vitamins'.

# Using the INDEX (yellow pages) of *Where There Is No Doctor*

When you find a word in the index followed by several page numbers, the **dark number** indicates the page that has the most information. For example,

page 147 for 'Vaccinations',

pages **241-242** for 'Vaginal discharge', and

page 175 under 'Varicose veins',

What others do you find in this list?

If you find several words listed in lighter letters under the main word, these are subheadings related to the main topic or idea. For example, 'with diarrhea' refers to **'Vomiting** with diarrhea'.

If you do not find the subject you want in the INDEX, try looking for it under another name. For example, you might look first for 'Upset stomach'. If that is not listed, look up other words that mean the same thing: 'Puking', 'Throwing up', or 'Vomiting'. Usually the most widely known word is listed.

Practice at finding things in alphabetical lists will make it easier for health workers to use the INDEX and VOCABULARY.

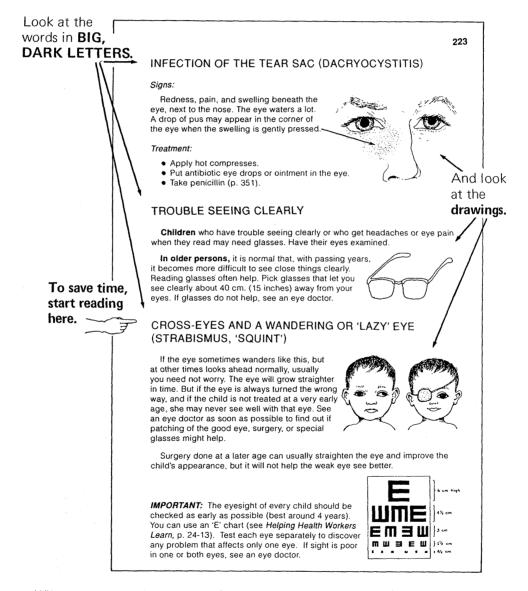
#### 445 INDEX v Vaccinations, 19, 147, 180, 250, 296, 321, 337, 405 Vagina, 233, 428 infections of, 241-242, 370 placenta blocking, 249 tearing during birth, 269 Vaginal discharge, 241-242, 370-371 Vapors, breathing hot water vapors, 47, 168 Varicose veins, 175, 213, 288, 410, 428 and chronic sores, 20, 212, 213, 324 during pregnancy, 248 Vasectomy, 293, 428 Veins, inflamed, 288 (Also see Varicose veins) Venereal diseases (VD) (See Sexually transmitted disease) Venereal lymphogranuloma, 238, 420 Ventilated improved pit latrine, 139 Verrucae (warts), 210 Village health committee, w24 Village health worker, w1-w7, w29, 43, 340 Village medicine kit, 336-337 Village storekeeper, 338 VIP latrine, 139 Virus, 19, 399-401 Vision (See Eyes) Vital signs, 41, inside back cover Vitamins, 110, 111, 116-118, 392-394, 405 injections of, 65, 67, 118 the best way to get, 52, 118 vitamin A, 226, 392 vitamin B, 208 vitamin C, 248, 335, vitamin B<sub>6</sub>, 361, 394 vitamin B12, 51, 65, 393 vitamin K, 265, 272, 337, 394 (Also see Iron) Vitiligo, 207 Vomiting, 161 during pregnancy, 248, 249 enemas and laxatives with, 15 how to cause vomiting, 103, 389 in the newborn, 273 medicines for, 161, 335, 386-387 violent vomiting, 151 with blood (cirrhosis), 328 with blood (ulcer), 128 with diarrhea, 151, 157 with urine poisoning (uremia), 239



### Finding what you are looking for on a page

After you have looked something up in the INDEX and have turned to the page with the topic you want, take a moment to **look over the whole page**. Do not just start reading from the top. First notice what part of the page has the information you are looking for.

For example: Suppose some neighbors have a baby who is cross-eyed, and you want to discuss with them what can be done to correct the problem. You look in the INDEX (or the CONTENTS) and find that the main reference to cross-eyes is page 223. But where on page 223 should you read? Here are some clues:

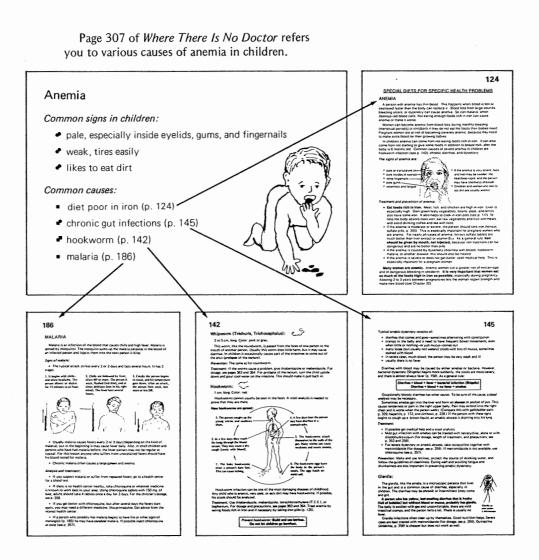


When you get to the bottom of the page, be sure to check the next page to see if the information continues.

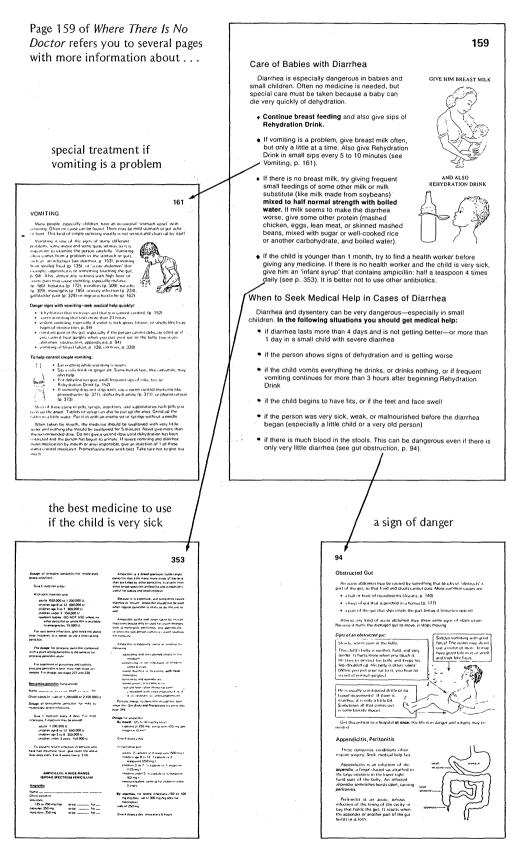
#### Looking up page references

Once you have read about the topic you looked up, you may want to turn also to other pages mentioned in the text. These are often referred to in parentheses (inside curved lines like these)—for example, "(see p. 140)," or simply "(p. 125)." On these pages you will find additional information, such as:

- another disease that may be a cause of the problem you are interested in
- danger signs you should watch for
- how the same disease can affect another part of the body or another person
- medicines recommended for treatment, their dosage and precautions
- other recommended treatments
- · how to prevent the problem you are reading about



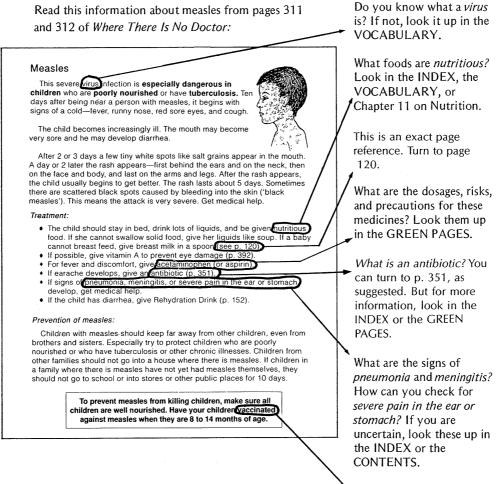
Also point out how arrows are used in the book to join writing with pictures (as on page 124 above) or to show which direction to read (page 142 above). Check students' ability to follow the arrows.



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# Looking up related information even when page references are not given

Usually a book gives only the most important page references, to save you time in looking things up. But sometimes you will want to look up related information, or something you are unsure about—even though no page reference is given.



Be sure students practice looking up page references and reading the related information. They should keep practicing this until they can do it easily. The group can play a game by following references from page to page. They will find that almost everything in health care is related! What are *vaccinations?* You can look in the VOCABULARY. Where can you find out more about them? Look in the INDEX or the CONTENTS. You might also try looking under 'Prevention'.



### PRACTICE IN READING AND USING THE BOOK

Role-playing exercises can give students a good chance to develop skill in using *Where There Is No Doctor*—especially the CONTENTS, the INDEX, and the page references.

For example, one person can pretend he is sick with a very bad cough, in this case pneumonia. (But do not tell the students what the illness is. Let them find out through their own investigation and use of their books.) The person says his sickness began a few days ago like a cold or the flu—with a headache and sore throat. But now he feels much worse.

The students must ask questions to get more information. The 'sick person' can complain of chills or chest pain. To make it more realistic, he breathes with rapid, shallow breaths (as described in this book on page **14**-11). A pretend thermometer can be used to show that he has a fever (see page **14**-4).



Encourage the students to look in any part of the book where they think they might find useful information—and to share what they find with each other. Especially help those who have trouble reading or looking things up.

If the group decides that the person in the role play probably has pneumonia, be sure that everyone looks up the references mentioned in the treatment section on page 171.

Signs:

pneumonia

Treatment:

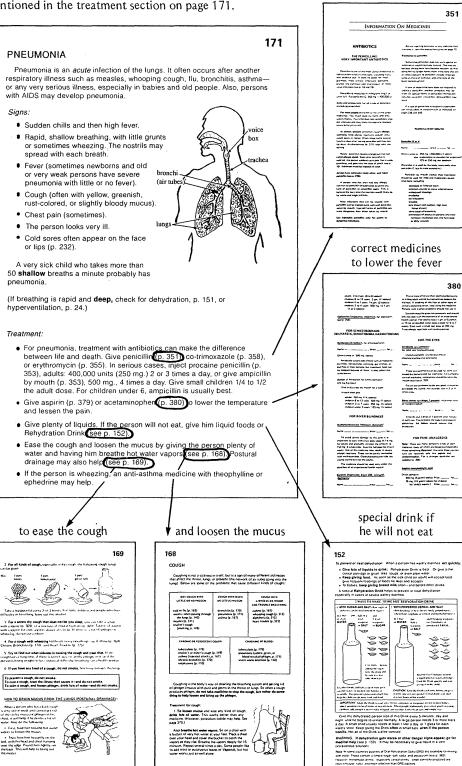
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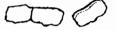
the correct medicines

to fight the infection

#### Using the GREEN PAGES to find information about medicines

Here, too, role playing can be a realistic and fun way to practice using WTND.

For example, one person pretends to be the mother of a 6-year-old boy who has tapeworm. She says she has seen little flat, white worms in his shit.



Another student plays the role of the local store owner. He sells the mother a medicine called *Mintezol*, saying that it is "good for all kinds of worms."

But before giving it to her son, the mother visits the local health worker to ask if the medicine will work and how much she should give. The student playing the role of the health worker first reads the fine print on the side of the bottle:



Then he and the rest of the class help each other to look up 'Thiabendazole' in either of the lists at the beginning of the GREEN PAGES.

# LIST OF MEDICINES

342 For Worms Mebendazole (Vermox)-for many kinds of worms 374 Albendazole (Zentel)-for many kinds of worms . . . 374 Piperazine-for roundworm and pinworm (threadworm) Thiabendazole-for many kinds of worm Pyrantel-for pinworm, hookworm, and roundworm 376 Niclosamide (Yomesan)-for tapeworm 376 Praziquantel (Biltricide, Droncit)-for tapeworm 376

### **INDEX OF MEDICINES**

т	347
Tagamet (cimetidine)	. 382
Terramycin (tetracycline)	. 356
Tetanus antitoxin	. 389
Tetanus immune globulin	. 389
Tetracycline	. 356
Doxycycline	. 356
Oxytetracycline	. 356
Tetracycline HCI	. 356
Theophylline	. 385
Thiabendazole	076
Thiacetazone	. 363

Both lists say to turn to page 375. Together, the 'health worker' and the 'mother' (and the rest of the class) read what the medicine can be used for. They notice that the description says nothing about tapeworm.

So the health worker tells the mother that *Mintezol* would probably not be useful for her son's tapeworm.

If the class looks at the next page (376) of **WTND**, they will find 3 medicines that do work for tapeworm:

niclosamide (Yomesan), praziquantel (Biltricide, Droncit), and quinacrine (mepacrine, Atabrine). They can read about the risks and precautions, and compare the prices and availability of the different medications. The students will need to have already written in the prices of products in their area. Or the instructor can provide this information during the role play. Be sure all students write it into their books.

Niclosamide (Yomesan)-for tapeworm infection orice: 5.92 for 4 Yomesan 500 mg. tablets Praziguantel (Biltricide, Droncit)-for tapeworm price: \$1.57 for 16 500 mg. tablets Name: Droncit Quinacrine (mepacrine) (familiar brand name: Atabrine) Fedal-Lamb price: \$.67 for 12 Name: Compuesto 100 mg. tablets

The students can now decide with the 'mother' which medicine may work best at a price she can afford. The health worker then reads or figures out the exact dosage for the child, writes it down, and explains it to the mother. If she cannot read, the health worker can use a dosage blank with pictures (see page 64 of *Where There Is No Doctor).* Practice in finding and explaining the right dosage is extremely important. (See page 18-10.)

It is also important that health workers read all they can about a problem before recommending medicines. So, during the role play, be sure students look up 'Tapeworm' in the INDEX or CONTENTS of *Where There Is No Doctor*, and turn to page 143.

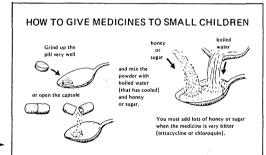
The students can use the pictures in the book to help explain to the 'mother' and her 'son' about tapeworms and how to avoid them. They may also want to look up the 'Guidelines of *Prevention:* Be careful that all meat is well cooked, especially pork. Make sure no parts in the center of roasted meat are still raw.

Effect on health: Tapeworms in the intestines sometimes cause mild stomachaches, but few other problems.

The greatest danger exists when the *cysts* (small sacs containing baby worms) get into a person's brain. This happens when the eggs pass from his stools to his mouth. For this reason, anyone with tapeworms must follow the guidelines of cleanliness carefully—and get treatment as soon as possible.

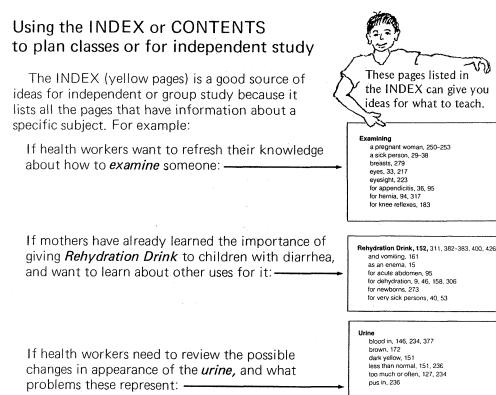
Cleanliness' referred to in the discussion of tapeworm prevention. (See especially p. 133 of **WTND.)** 

Depending on your local situation, the role play can be developed in various ways. For example, the mother might complain that her son will not swallow pills. What should she do? The health worker and mother can look in the INDEX or CONTENTS, and will be guided to page 62.





Or the health worker might go with the mother to return the unused medicine and buy one that is effective against tapeworm. To interest the store owner in learning more about the medicines he buys and sells, the health worker might show him the 'Words to the Village Storekeeper (or Pharmacist)' on page 338 of *Where There Is No Doctor.* 



The list of CONTENTS at the beginning of the book can also be useful for planning classes or study. For example, if a group of concerned persons in the community wants to learn about the special problems of old people, the list of CONTENTS may help them plan what to study.

Chapter 22	
HEALTH AND SICKNESSES OF OLD	ER PEOPLE
Summary of Health Problems Discussed in Other Chapters 323 Other Important Illnesses of Old Age 325 Heart Trouble 325 Words to Younger Persons Who Want to Stay Healthy When Older 326 Stroke (Apoplexy, Cerebro-Vascular Accident, CVA) 327	Deafness with Ringing of the Ears and Dizziness 327 Loss of Sleep (Insomnia) 328 Diseases Found More Often in People over Forty 328 Cirrhosis of the Liver 328 Gallbladder Problems 329 Accepting Death 330

In several health programs we know, village health workers meet every month or so to review a chapter of **WTND**, or part of a chapter, in order to continue learning. In other programs, health workers and teachers meet regularly with parents, school children, or mothers' clubs to read and discuss the book, chapter by chapter.

There are many ways people can use a book like *Where There Is No Doctor*. But to use it fully and well takes a lot of practice. Practice guided by friendly persons who have experience in using reference books is especially helpful.