

## A B S T R A C T

Textbooks play an important role in learning-teaching process. In textbooks the students can find what they will learn, how they will learn it, and what section of the work will be put most emphasis on (Rivers, 1968). Having some of these advantages in mind a teacher should know how to select appropriate textbooks that can suit most of the students need. Teachers must know the factors and criteria that can guide them to the ability of choosing and selecting a textbook for a foreign language class.

"Follow Me" textbook which has been used at Britania English Institute for quite a long time has been taken by the researcher as the main and the only book to have a study on. The researcher concentrated on the study and the evaluation of "Follow Me" textbook, to find out the strength and the weaknesses of this book firstly based on learning-teaching factors such as: curriculum, student, teacher, class size, time allotment, and secondly based on some criteria needed for a favourable foreign language textbook, such as scope of material, the Adequate Selection of Material, Arrangement and Treatment of content, Mechanical Feature, and the Supplementary.

The methodology employed in the research was an evaluative study by utilizing several sources of data which is called a "multiple approach to evaluation" (James Brown, 1972). This approach involves the analysis of content by putting some generalized criteria and detailed subquestions or comments to be rated. Besides the researcher seek to understand and rate this book in terms of the author's purpose. This is done by having a close analysis of the content. Controlled classroom try outs are other ways used for the evaluation. A sample of 115 students and 9 teachers was taken to

furnish this study. The subjects were asked to give their ideas through questionnaires.

By having an analysis on the collected data based on the learning-teaching factors and criteria suggested by some linguists, as well as the researcher's first experience (being one of the teachers at Britania English Institute using this textbook), the researcher comes to some conclusions about "Follow Me" textbook.

1. "Follow Me" textbook is quite suitable in teaching speaking skill.
2. this textbook cannot be used as it is but it should be developed and improved into more detailed materials, techniques of teaching.
3. students who have too poor English will have difficulties if they use this book.
4. teachers are required to be really active and creative when they use this textbook.
5. Cultural notes are better included in the students' book.
6. Reading and Writing are quite neglected in this book.
7. the time allocation of 24 sessions for 15 units is not enough.

In doing this research the writer found out that there were very few sources in the means of books or articles. It might be that textbooks, like teachers, are too varied and too complex to make generalization about them. It might be that textbooks are ignored in media discussion because of their very common places (Derick Unwin and Ray Mc Aleese, 1978).

Finally the researcher suggests that having some textbook evaluation factors and criteria in mind is very important in order to select and choose a foreign language textbook to be used both in formal schools and in informal institutions.