

Informational Text Features

Informational text features help the reader navigate the text and often provide additional information to help the reader comprehend the context. See below for different text features and how they help the reader.

Organizational Aids Help Readers find Important Information		Graphic Aids Represent Information in Some Specific Way	
<i>Feature</i>	<i>Helps the Reader...</i>	<i>Feature</i>	<i>Helps the Reader...</i>
Bold Print	By signaling the word is important and/or found in the glossary	Diagrams	Understand a more detailed or simplifies view of information
Coloured Print	Understand the word is important (subject to symbolic meaning of the colour)	Flow Diagram	Understand a complex sequence of movements or actions
Italics	Understand the word is important	Sketches	Visualize an important concept
Bullets	Emphasize key points/ concepts	Comparisons	Understand the size of one thing by comparing it to the size of something familiar
Titles	Locate different categories of the text	Graphs	Understand relativity between elements
Headings	Identify topics throughout the book as they skim and scan	Figures	Combine text information with graphic aids
Subheadings	Navigate through sections of the text	Maps	Understand where things are in the world
Captions	Understand a picture or photograph	Charts/Tables	Summarize/compare information
Labels	Identify a picture or photograph	Cross-Sections	Understand something by looking at it from the inside
Sidebars	Gather additional or explanatory information	Overlays	Understand additional information
Sidebars	Gather additional or explanatory information	Timelines	Understand the sequence of time
Print Features Guide Readers through the Patterns of Organization		Illustrations Expand the meaning of the text	
<i>Feature</i>	<i>Helps the Reader...</i>	<i>Feature</i>	<i>Helps the Reader...</i>
Table of Contents	Identify key topics in the book and the order they are represented in	Photos	Understand exactly what something looks like
Index	See everything in the text listed alphabetically, with page numbers	Drawings	Understand what something could or might have looked like
Glossary	Define words contained in the text	Magnification	See details in something small
Preface	Set a purpose for reading, get an overview of the content		
Pronunciation Guide	Say the words		
Appendix	By offering additional information		