Informational Text Features

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| **Organizational Aids**  Guide readers through the patterns of organization | | **Print Features**  Help readers find important information | | **Graphic Aids**  Represent information in some specific way | |
| **Feature** | **Helps the Reader…** | **Feature** | **Helps the Reader…** | **Feature** | **Helps the Reader…** |
| Table of Contents | Identify key topics in the book and the order they are presented in | Bold Print | By signaling the word is important and/ or found in the glossary | Diagram | Understand a more detailed or simplified view of information |
| Index | See everything in the text listed alphabetically, with page numbers | Colored Print | Understand the word is important | Show Diagram | Understand a complex, sequence of movements or actions |
| Glossary | Define words contained a line text | Italics | Understand the word is important | Sketches | Visualize an important concept |
| Preface | Set a purpose for reading get an overview of the content | Bullets | Emphasize key points/ concepts | Comparisons | Understand the size of one thing by comparing to the size of something familiar |
| Pronunciation Guide | Say the words | Titles | Locate different categories in the text | Graphs | Understand relativity between elements |
| Appendix | By offering additional information | Headings | Identify topics throughout the book as they skim and scan | Figures | Combine text information with graphical aids |
| **Illustrations**  Expand the meaning of the text | | Subheadings | Navigate through sections of text | Maps | Understand where things are in the world |
| **Feature** | **Helps the Reader….** | Captions | Understand a picture or photograph | Charts/ Tables | Summarize / Compare information |
| Photos | Understand exactly what something looks like | Labels | Identify a picture or photograph and / or its parts | Cross Sections | Understand something by looking at it from the inside |
| Drawings | Understand what something could or might have looked like | Sidebars | Gather additional or explanatory information | Overlays | Understand additional information |
| Magnification | See details in something small |  |  | Time-lines | Understand the sequence of time |

Informational text features help the reader more easily navigate the text and often provide additional information to help students comprehend the context