Informational Text Features

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

Print Features
Guide readers through the organization

Feature	Helps the Reader…
Title Page	Confirm the title, author's name, and publisher, back of page gives copyright date
Table of Contents	Identify key topics in the book and the order they are presented in
Index	See everything in the text listed alphabetically, with page numbers
Glossary	Define words contained in the text
Preface	Set a purpose for reading , get an overview of the content
Pronunciation Guide	Say the word
Appendix	By offering additional information

Illustrations
Expand the meaning of the text

Feature	Helps the Reader…
Photos	Understand exactly what something looks like
Drawings	Understand what something could or might have looked like
Magnification	See details in something small

Organizational Aids
Help readers find important information

Feature	Helps the Reader…
Bold Print	By signaling the word is important and/or found in the glossary
Colored Print	Understand the word is important
Italics	Understand the word is important
Bullets	Emphasize key points/concepts
Titles	Locate different categories in the text
Sidebars	Gather additional or explanatory information
Headings	Identify topics and make predictions about what they will read as they skim and scan
Subheadings	Navigate through sections of text
Captions	Understand a picture or photograph
Labels	Identify a picture or photograph and/or its parts

Graphic Aids
Represent information in some specific way

Graphic aids may be a representation of what is said in the narrative text or new information added to the text.

Feature	Helps the Reader…
Diagrams	Understand a more detailed or simplified view of information.
Flow Charts or Diagrams	Understand a complex sequence of movements or actions
Sketches	Visualize an important concept
Comparisons	Understand the size of one thing by comparing it to the size of something familiar
Graphs	Understand relationship between elements
Figures	Combine text information with graphical aids
Maps	Understand where things are in the world
Charts/Tables	Summarize/Compare information
Time-lines	Understand the sequence of time
Cross-Sections	Understand something by looking at it from the inside
Overlays	Understand additional information