

FEATURES OF INFORMATIONAL TEXTS

**** Teacher role is to explicitly teach these. Note: Reader's aids are encompassed within the general category of text features.**

**** Student role is to evaluate text features and utilize these to enhance their own understanding of the information presented.**

<i>Print Features</i>		
❖ font ❖ bold print ❖ colored print ❖ italics ❖ parenthetical references ❖ footnotes	❖ bullets ❖ titles ❖ headings ❖ subheadings ❖ sidebars and pull-down boxes	❖ labels ❖ captions ❖ number of columns on a page ❖ symbols and icons ❖ quotations
<i>Graphic Aids</i>		
❖ diagrams ❖ graphs ❖ figures ❖ schedules	❖ maps ❖ charts ❖ tables ❖ articles	❖ cross-sections ❖ timelines ❖ overlays ❖ documents
<i>Organizational Aids</i>		
❖ table of contents ❖ index ❖ guide words	❖ glossary ❖ preface ❖ headers and footers	❖ pronunciation guide ❖ appendix
<i>Illustrations</i>		
❖ photographs ❖ drawings ❖ cartoons ❖ sketches		❖ acrylic, watercolor, oil paintings ❖ advertisements ❖ posters