



Informational Text Features Chart

Informational text features help readers navigate the text and often gives additional important information to help students comprehend what the author is trying to say.

Print Features Guide readers through the patterns of organizations	
Feature	Helps the Reader...
Preface/Chapter Preview	Set a purpose for reading and get an overview of the text.
Pronunciation Guide	Say the words.
Index	See everything in the text listed alphabetically, with page numbers.
Glossary	Define words contained in the text.
Table of Contents	Identify key topics in the book and the order they are presented in.
Appendix	By offering additional information.

Graphic Aids Represent information in some specific way	
Feature	Helps the Reader...
Diagrams	Understand a more detailed or simplified view of information.
Maps	Understand where things are in the world.
Graphs	Understand relativity between elements.
Figures	Combine text information with graphical aids.
Comparisons	Understand the size of one thing by comparing it to the size of something familiar.
Charts/Tables	Summarize/compare information.
Time-lines	Understand the sequence of events.

Organizational Aids Helps readers find important information.	
Feature	Helps the Reader...
Bold Print/Colored Print	By signaling the word is important and/or found in the glossary.
Italics	Understand the word is important.
Titles	Locate different categories in the text.
Headings	Identify topics throughout the book as they skim and scan.
Subheadings	Navigate through sections of text.
Labels	Identify a picture or photograph and/or its parts.
Bullets	Emphasize key points or concepts.
Captions	Understand a picture of photograph.

Illustrations Expand the meaning of the text	
Feature	Helps the Reader...
Photos	Understand exactly what something looks like.
Magnification	See details in something small.

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- South America**
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