

Print Features of Informational Text

Look for...

Which help you to...

titles

find different sections in the text.

**headings &
subheadings**

identify topics throughout the text and locate information as you skim and scan.

bullets

read a summary of key points.

sidebars

gather additional information related to the main text.

captions

understand a photo or an illustration.

labels

identify the parts in an illustration.

bold print words

notice important words or words found in a glossary.

colored print words

notice important words.

italics

notice important words.

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Reference Features of Informational Text

Look for...	Which helps you to...
table of contents	identify and locate key topics in the text.
preface or introduction	get some background information about the book and establish a purpose for reading.
glossary	understand unfamiliar words found in the text.
pronunciation guide	say challenging words found in the text.
index	find the exact page of every important idea, term, person, event, or place.
appendix	learn additional information about topics in the text.
bibliography	see where the author got his or her information.

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Graphic Features of Informational Text

Look for...

Which help you to...

photos & illustrations

see what things look like.

diagrams

understand concepts through labeled, graphic representations.

magnification insets

see enlarged views of the finer details of things.

comparisons

understand the size of things by comparing them to other familiar things.

tables & charts

summarize and compare information.

graphs

read data quickly and see the relationship among various related elements.

maps

see where things are located.

cross sections

understand by seeing inside views of things.

time lines

see the timing of events in sequential order.

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