**Writer’s Craft—Text Features**

**Organizational Features**

**(Organizational features help readers find important information in a text)**

**Main Title**-a descriptive heading for a book chapter, a magazine article, or a speech—gives readers hints about the topic of the text

**Sub-Title**—heading beneath the main title that is in smaller font and further explains the topic of the main title

**By-line**-- the name of the author of an article in a newspaper or magazine, printed at the head of the article

**Sub-Heading (section title)--** bold descriptors that help “chunk” or group information and help readers predict the subject of the paragraph or section—help readers see organizational patterns in a text

**Font**—Bold, Italics, Colored, Underlined, Increased Size—signals important words to the reader

**Text Box**—a section of offset text which further explains or enhances meaning of the main text

**Sidebar**—off-set text which provides additional explanatory information

**Graphic Features**

**(Graphic features provide a visual representation of information to help readers further understand topics/concepts being discussed. Graphic features expand meaning of the writing.)**

**Picture**—drawn, painted or photographed objects—helps the reader see what the topic being discussed actually looks like

**Caption**-- a title or explanation for a picture or illustration—helps the reader further understand the picture or photograph

**Chart**-- a diagram or table displaying detailed information—helps the reader summarize/compare information

**Graph**--diagram showing relationships between varying quantities—helps the reader understand the relationship between factors/conditions being discussed

**Map**—a drawing of a route or location used to extend/illustrate meaning and summarize the text

**Illustration**--picture that complements text--helps explain a topic or concept

**Diagram**-- a simple explanatory drawing showing the basic shape, layout, or workings of a topic or idea

**Table**--an arrangement of information or data into columns and rows or a condensed list—helps the reader summarize/compare information

**Timeline**-- a graphic, chronological representation of key events, often consisting of visuals—helps the reader understand sequence of time or chain of events.

**Print Features**

**(Print features guide readers through the organizational pattern of a text.)**

**Table of Contents**--The table of contents generally lists part, chapter, and unit and section titles; students can see how it summarizes the major concepts and ideas to be covered in the course.

**Glossary**--A list of key terms in alphabetical order with definitions.

**Appendix**- An appendix provides additional information and support materials that may be referenced in various parts of the text.

**Index**—an alphabetical listing of the key names, terms, events, and topics with page numbers.

**Preface**—an introductory section in a book by the book's author or editor, setting its purpose and scope, expressing acknowledgment of assistance from others, etc.