

Informational Text Features



FEATURE	DESCRIPTION
Bibliography	A list of the books, articles, and Web sites the author used to research the material. A bibliography gives credibility to a work.
Bold Face Headings	A way of organizing sections of texts whose content relates to the heading. Prepares readers for the content to come.
Bold Face Vocabulary	Highlighted academic words that are important to the topic and discipline. Focuses attention on key vocabulary for a discipline.
Captions	Words beneath or next to a photograph that explain what is in the photo.
Charts	Visually organized information that relates to a topic and provides extra information.
Diagrams	A labeled illustration of a process designed to help you understand the steps and/or relationships of the process. For example, you might find a labeled diagram that shows how a cell divides to help you understand mitosis. Diagrams can also illustrate complex objects or living organisms.
Glossary	A list of all the bold face academic vocabulary cited throughout the text in alphabetical order with definitions.
Graphs	Bar, line, or pie graphs can show relationships between and among specific details related to a topic.
Index	A list at the back of the book of the key topics addressed in the book, in alphabetical order. Included next to each topic are the pages that contain information about the topic.
Maps	A map of a geographic area can show where an event occurs, where a place is in relation to other places, where political boundaries are, and so on.
Photographs	Photos that show an image of the topic and help readers visualize what the text is saying.
Table of Contents	A list of chapter titles at the start of the book; it sometimes includes a brief description of the content of each chapter. Helps readers see the information in the book at a glance.