

ORGANIZATIONAL FEATURES OF NONFICTION TEXTS

ORGANIZATIONAL FEATURE	DESCRIPTION
Headings	Usually found at the top of the page or paragraph; usually printed in a larger or colored font; describes the topic or paragraph in a one- or two-word phrase
Font	Can be different styles or sizes; used to highlight important or key information; adds variety to the page
Sidebars	Boxed information on the side of the page; usually has a border or colored background; often provides text or illustrations that add to the information in the main text
Borders	Designs or lines of color that surround the two-page spread; adds visual appeal and often fits the topic
Backgrounds	Blocks of color or illustrations behind the text or photographs; adds visual appeal and usually supports the text
Captions	One to two sentences that describe an illustration or photograph; usually appears underneath the picture, but sometimes above or to the side of it
Labels	Often added to photographs or illustrations to provide more information to the reader
Diagrams, charts, graphs, tables	Used to show written or additional information in a different and simple way; provides visual appeal to a two-page spread
Did You Know facts	One to two sentences that provide a hook to the two-page spread; usually provides interesting or fascinating facts that will grab the reader's attention
Photographs and illustrations	Adds visual appeal to the page; provides support for the written text