

Text Features Chart

Text Feature	Definition	Example
Title	Name of a literary work. It gives the reader an idea about what will be read in the book	
Appendix	a section at the back of a book or document that gives additional information that is important to but is not in the main text	Appendix A chronological record to June 30, 1948 of the development of Rotary contributed by Rotary International, Philip C. Lovejoy, General Secretary, whose courtesy is appreciated by the Publishers.
Captions	words underneath/ beside photographs, illustrations or charts explaining what it is or what it is about	
Charts or tables	a visual representation of data, a visual depiction of information that is quick and easy to read	
Diagram	a drawing intended to explain how something works; a drawing showing the relation between the parts	
Glossary	glossary is an alphabetical list of terms with the definitions for those terms. It usually appears at the end of a book and includes terms which are newly introduced	GLOSSARY Astrophysics – The branch of astronomy that deals with the physics of stellar phenomena Atmosphere – The layers of gases which surround a star, like our sun or a planet like our earth
Graphs	a visual representation showing how 2 or more sets are related to each other plotted with reference to a set of axes	
Heading	a line of text serving to indicate what the passage below it is about	Ancient Road System There are traces of several ancient roads in the history and landscape around Turoe.
Index	Pages at the back of the book that tell where to find important topics in the book. It lists the page number the term is found on.	Index Abenathy, William, 36-37, 38, 47, 197-199 Acheson, Dean, 47, 291 Aeme Cleveland, 312 action principle, 13-14, 17, 119-155
Maps	Information presented in visual form to tell you where something is or where it happened. It helps to understand where places are located	

Photograph/Illustration	A picture that emphasizes key points and adds interest																																				
Bold Print	Text that is heavier and darker than the rest of the text. It can be used to show which words can be found in the glossary.	Text in Bold Print																																			
Table	A list of facts or numbers arranged in a special order, usually in rows and columns.	<table border="1"> <thead> <tr> <th>Belt</th><th>Gates Length Tolerance (in.) (Approx.)</th><th>RMA Length Tolerance (in.)</th><th>Center Distance (in.)</th><th>Sag (in.)</th></tr> </thead> <tbody> <tr> <td>3VX500</td><td>0.14</td><td>0.15</td><td>21.50</td><td>1.07</td></tr> <tr> <td>3VX750</td><td>0.28</td><td>0.30</td><td>32.80</td><td>1.86</td></tr> <tr> <td>6VX1600</td><td>0.42</td><td>0.45</td><td>67.40</td><td>3.27</td></tr> <tr> <td>5VX2500</td><td>0.42</td><td>0.45</td><td>103.00</td><td>4.97</td></tr> <tr> <td>6V3350</td><td>0.65</td><td>0.60</td><td>112.40</td><td>5.13</td></tr> <tr> <td>8V4000</td><td>0.70</td><td>0.75</td><td>170.80</td><td>6.87</td></tr> </tbody> </table>	Belt	Gates Length Tolerance (in.) (Approx.)	RMA Length Tolerance (in.)	Center Distance (in.)	Sag (in.)	3VX500	0.14	0.15	21.50	1.07	3VX750	0.28	0.30	32.80	1.86	6VX1600	0.42	0.45	67.40	3.27	5VX2500	0.42	0.45	103.00	4.97	6V3350	0.65	0.60	112.40	5.13	8V4000	0.70	0.75	170.80	6.87
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Table of Contents	A list that shows the major chapters and parts of the book as well as the page numbers.	Contents <table> <tr><td>List of illustrations</td><td>5</td></tr> <tr><td>General Introduction</td><td>6</td></tr> <tr><td>User's guide</td><td>10</td></tr> <tr><td>Language of Shakespeare</td><td>17</td></tr> <tr><td>Commentary</td><td>20</td></tr> </table>	List of illustrations	5	General Introduction	6	User's guide	10	Language of Shakespeare	17	Commentary	20																									
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Time line	A visual representation of events in history displayed in chronological order.																																				
Subheading	A secondary heading added underneath a subject heading. It is used to divide entries under the subject into more specific subcategories.	Heading For a major heading, skip three lines from the top margin (or previous section) and place the heading. Use a font larger than the text, initial capitals, and boldface. For minor reports, the major heading serves as the report's title. Subheading																																			
Footnote	a note of text placed at the bottom of a page in a document that provides additional information	² Radford, Robert. July 28 2002. < http://www.imperialtometric.com >																																			
Bullet Points	a symbol used to introduce items in a list. Bullet points are used to create a list and make it easier to read and understand	<ul style="list-style-type: none"> • Item 1 • Item 2 • Item 3 																																			
Italics	Words that are slanted to the right. It calls attention to important words or terms. It shows which words can be found in the glossary.	<i>Words in italics</i>																																			
Sidebar	Boxes of information to the side of the main text/column(s).																																				

Informational Text Features

Print Features, Graphic Aids, and Organizational Aids

TITLE OF BOOK	Bold Print	Colored Print	Italics	Titles	Headings	Labels	Captions	Bullets	Fact Boxes	Diagrams	Size Comparisons	Magnifications	Photographs	Cross-Section/Cutaway	Tables	Charts	Timelines	Maps	Table of Contents	Introduction	Supplemental Information	Index	Glossary	Pronunciation Guide
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Figure 7-1 Jan McCall's text feature chart.

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