

## Notes (Unit 4)

### Text Features

**What is a text feature, and why are they used?** A text feature is anything done by a writer or editor to make words or images stand out from everything else around it on the page.

1. **Title / Heading** - a word or phrase that names a text and usually attempts to tell you what the overall text is about.
2. **Subtitle / Subheading** - a word or phrase that names a portion of a text and usually attempts to tell you what that section of text is about.
3. **Table of Contents** - a section at the beginning of a book that tells you in *chronological* order what you will find throughout the book. It is a list of titles and page numbers.
4. **Index** - a list of everything that can be found in a book. the index is always at the end of the book. the index is never in chronological order (like the table of contents). It is in alphabetical order by whatever category is stated. [For example: an index of authors is in alphabetical order by author. An index of titles is in alphabetical order by title.]
5. **Glossary** - a list of vocabulary words defined at the end of a book (or text)
6. **Chart** - a graphic that shows information in the form of a table, graph or diagram.
7. **Map** - a graphic that shows an area of land, used to help the reader understand, visualize or navigate through a certain area.
8. **Illustration** - a picture used to accompany a page of text. It helps the reader understand the text better by helping him/her visualize what is being discussed.
9. **Caption** - a phrase, sentence or group of sentences that names or explains a picture and its relevance.
10. **Font Color** - the color of the letters on the page
11. **Font Type** - the type/style of letters on the page
12. **Font Size** - the size of the letters on the page
13. **Bold Words** - Words written in darker, thicker letters
14. **Italics** - slanted letters
15. **Underlined Words** - Words that have a line under them
16. **Highlighted Words** - Words on a page that have a block of color around them.
17. **Bullet Points** - a list of words, phrases or sentences that have some small image next to each one to show each item in the list.
18. **Numbered List** - a list of words, phrases or sentences. They use numbers instead of bullets because the order is important or to show how many items should be in the list.
19. **Headers / Footers** - information added at the top (header) or bottom (footer) of each page.
20. **Footnotes** - notes for the reader written at the bottom of a page that pertain to something on that page. A number or symbol is usually used to signify what the information in the footnotes is referencing.
21. **Sidebar** - information on the side of text that helps in making the text easier to understand.
22. **Vocabulary Boxes** - boxes of words and definitions found within a text.
23. **Review Questions** - Questions at the end of a text that force readers to prove they understood what they just read.