

Nonfiction Features

THESE NONFICTION FEATURES ORGANIZE THE BOOK AND HELP READERS KNOW WHAT IS IMPORTANT

Captions/Labels	Help you better understand a picture or photograph
Glossary	Helps you define words that are in the book
Charts/graphs	Charts, graphs, or cutaways are used to help you understand what the author is trying to tell you
Maps	Help you to understand where places are in the world
Illustrations/Photos	Help you to know exactly what something looks like
Index	An alphabetical list of ideas that are in the book. It tells you what page the idea is on.
Labels	Identify a picture or a photograph and its parts
Special Print	When a word is bold, in italics, or underlined; it is an important word for you to know
Headings/subheadings	These titles help you to know what the next section will be about
Table of Contents	Helps you identify key topics in the book in the order they are presented

Bullets/asterisks/stars	These symbols help to identify key points
Timelines	Helps the reader to see data in a chronological sequence
Inset/Sidebars	Additional information set in a box or placed on the side of the page