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Module 2: Text Features Reference Sheet

Review the text features you'll most commonly encounter. As you do, think about how they heighten a reader's understanding of the central idea.

Appendix	An appendix—found at the end of the text—is additional content or information. Readers review appendices as they read through the main content. Textbooks and academic papers often contain multiple appendices.
Captions	This is the text found under images, graphs, charts, and other visuals. The caption allows the reader to understand the context of the image.
Charts and Diagrams	Visual representations of data can come in the form of graphs and diagrams. A pie chart may best show the makeup of the type of garbage in the ocean while a bar graph may best illustrate the increasing volume of garbage in the ocean over time. The properly chosen graph or diagram can reveal a lot to the reader.
Glossary	A glossary is an alphabetized collection of words, located at or near the end of a text, that the reader may or may not know. In addition, some words may have more than one definition and the author wants to ensure you are correctly interpreting their meaning.
Headings and Titles	Headings are the titles and subtitles of a section of text that introduce its topic. If you think about a textbook, each chapter is broken down into smaller headings and subheadings that tell you what those smaller chunks of text are about. Using headings as a guide is a great note-taking strategy.
Images and Illustrations	Illustrations, drawings, or artist renderings help the reader to visualize something that may not be photographable. For example, if the author wanted to explain how garbage in the ocean reacts to waves, they may want to use an image like the one here to show how waves affect the ocean's surface differently than underneath.

	Photographs, pictures taken with a camera that reflect actual objects, settings, or events, help the reader visualize something mentioned in a text.
Notes	Notes are extra information the author provides to the reader in addition to the main text. Footnotes and annotations can provide important information, like where a quotation came from or what study the author is referencing. Annotations are written notes added to a text by way of comment or explanation. Footnotes are notes of reference, explanation, or comment printed at the bottom of the page.
Table of Contents	The table of contents helps readers navigate a document by organizing chunks of text under headings. It most often includes titles or descriptions of the chapters; however, in some longer works it is more like an outline with points and subpoints.