

ENGLISH · GRADES 3–4

Non-fiction Text Features

What they are and why they help

Ten features

1

Heading

Tells you what a section is about. Usually larger or bolder.

Example: 'Chapter 1: The Solar System'

2

Subheading

Smaller heading for a part of a section.

Example: 'The Inner Planets'

3

Caption

Short text under a picture explaining what it shows.

Example: 'A Mars rover, photographed in 2021.'

4

Diagram

A labeled drawing showing how something works.

Example: Cross-section of a volcano.

5

Sidebar

A small box, usually beside the main text, with extra info.

Example: Often called 'Did you know?'

6

Glossary

A mini-dictionary at the back of the book.

Example: Defines the tricky words used in the book.



7

Index

An alphabetical list at the very back. Tells you which page to go to for each topic.

Example: Useful for finding ONE specific thing fast.

8

Bold word

A word printed in dark, thick letters. Tells you it's important — usually defined in glossary.

9

Bullet list

A list with dots or dashes for each item.

Example: Quick to read at a glance.

10

Table of contents

Near the front. Shows you what's in the book and on what page.

