TEXT FEATURES PLENARY

Text Feature	Purpose
Title	Quickly tells the reader what information they will learn about
Table of contents	Shows students the different chapter or section titles and where they are located
Index	Directs students where to go in the text to find specific information on a topic, word, or person
Glossary	Identifies important vocabulary words for students and gives their definitions
Headings or subtitles	Help the reader identify the main idea for that section of text
Sidebars	Are set apart from the main text, (usually located on the side or bottom of the page) and elaborate on a detail mentioned in the text
Pictures and captions	Show an important object or idea from the text
Labelled diagrams	Allow readers to see detailed depictions of an object from the text with labels that teach the important components
Charts and graphs	Represent and show data related to, or elaborate on, something in the main body of text
Maps	Help a reader locate a place in the world that is related to text
Cutaways and cross sections	Allow readers to see inside something by dissolving part of a wall or to see all the layers of an object by bisecting it for viewing
Inset photos	Can show either a faraway view of something or a close-up shot of minute detail
Fast Facts	Provide interesting facts about the subject that are easy to read

Source: https://www.readingrockets.org/article/guiding-students-through-expository-text-text-feature-walks