Text Features: Getting to Know Your Textbooks

Name: _____

Title of Textbook: _____

You have probably used many textbooks before, and you might be familiar with some (or all) of these features. Knowing the purpose and use of each of these features will make your time using a textbook more efficient and effective, which will make homework and studying easier!

For each of the following text features, write down its purpose and where you find it in your textbook (you may not have the same textbook as your neighbour, so make sure you're finding it in your own book!).

Name of Text Feature	Purpose	Location of Example
Textbook Title	Quickly tells the reader what information they will learn about.	
Publication Details	Identifies the date and publishing company (helps you know if it's recent and reliable).	
Table of Contents	Shows the different chapter or section titles and where they are located (page #s).	
Index	Lists where to go in the texts to find specific information on a topic, word, or person.	
Glossary	Identifies important vocabulary words and gives their definitions.	
Headings or Subtitles	Helps identify the main idea for that section of text.	

Sidebars	Are set apart from the main text and elaborate on a detail mentioned in the text.	
Pictures and Captions	Show an important object or idea from the text.	
Labeled Diagrams	Show detailed depictions of an object from the text with labels that teach the important parts/components.	
Charts and Graphs	Represent and show data related to, or elaborate on, something in the main text.	
Maps	Help locate a place in the world or show another relationship to place.	
Cutaways and Cross-sections	Show inside something by dissolving part of a wall or to see all the layers by bisecting it for viewing.	
Inset Photos	Can show a faraway view or a closeup shot of detail.	
Timeline	Shows important events in order.	
Colour Coding	Identifies information with shared meaning or purpose.	
Chapter/Unit Introduction	Overview of key concepts to be covered.	
Chapter/Unit Summary Questions	Review of key concepts that were covered.	