

# Features of Informational Texts

<b>Print Features</b>		
Font Bold Print Colored Print	Bullets Titles Headings Subheadings	Italics Labels Captions
<b>Graphic Aids</b>		
Diagrams Sketches Graphs Figures	Maps Charts Tables	Cross-Sections Timelines Overlays
<b>Organizational Aids</b>		
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<b>Illustrations</b>		
Colored photographs Colored drawings Black and white photos Black and white drawings	Labeled drawings Enlarged photographs	

**Elements of Non-Fiction-** Remember these when deciding on whether a non-fiction book is strong or not for the purpose of research!

<p><b><u>Integrity</u></b> The writers of non-fiction are honest with readers, selecting important ideas and breaking them down into parts that can be easily understood, all the time making decisions about what to include and what to leave out. What is left out is anything that can lead to a person making a judgment or stereotype. The difference between fact and opinion is very clear.</p>	<p><b><u>Accuracy and Authenticity</u></b> Non-fiction books must be accurate. The author must be personally or professionally qualified to write the selection. Important facts are included, and the photos or other text features go with the words. Summary statements are supported by details. Unlike fiction, remember that non-fiction books can become outdated because eventually, for example, information about how many species of an animal are living in the United States can change. An animal may not always be endangered or extinct.</p>	<p><b><u>Style and Language</u></b> Style is how the author makes the selection interesting. The author must consider the audience (for example, fourth graders) when writing the selection. Through words, the author develops a "voice". It is important for the author to use his or her "voice" without messing with the accuracy or authenticity of the text.</p>
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