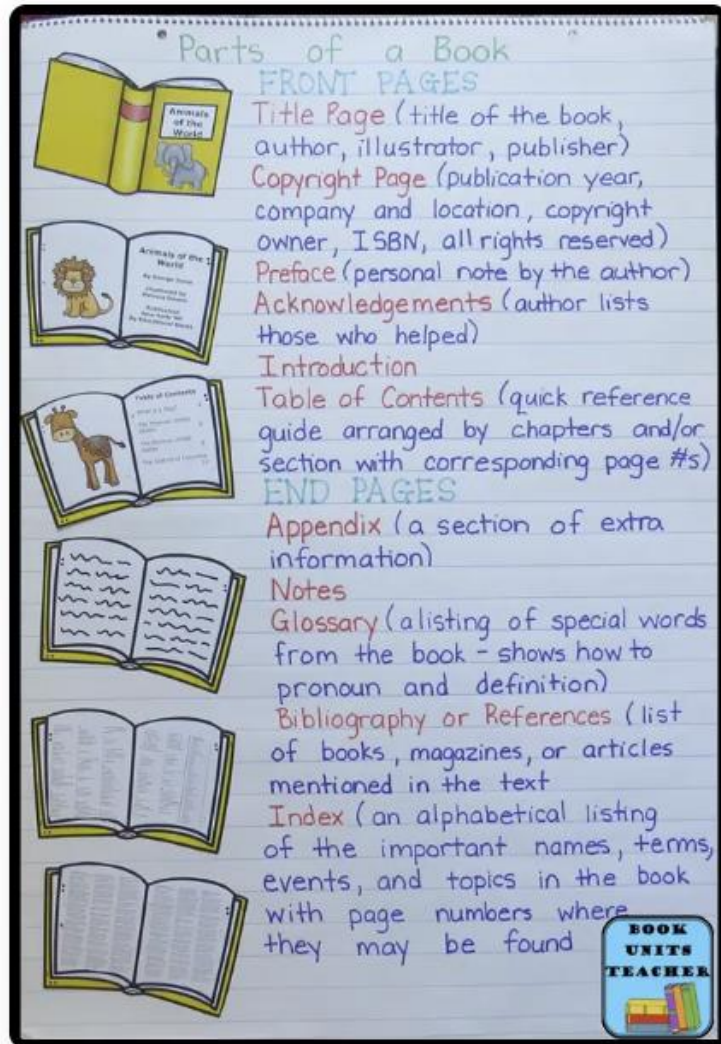
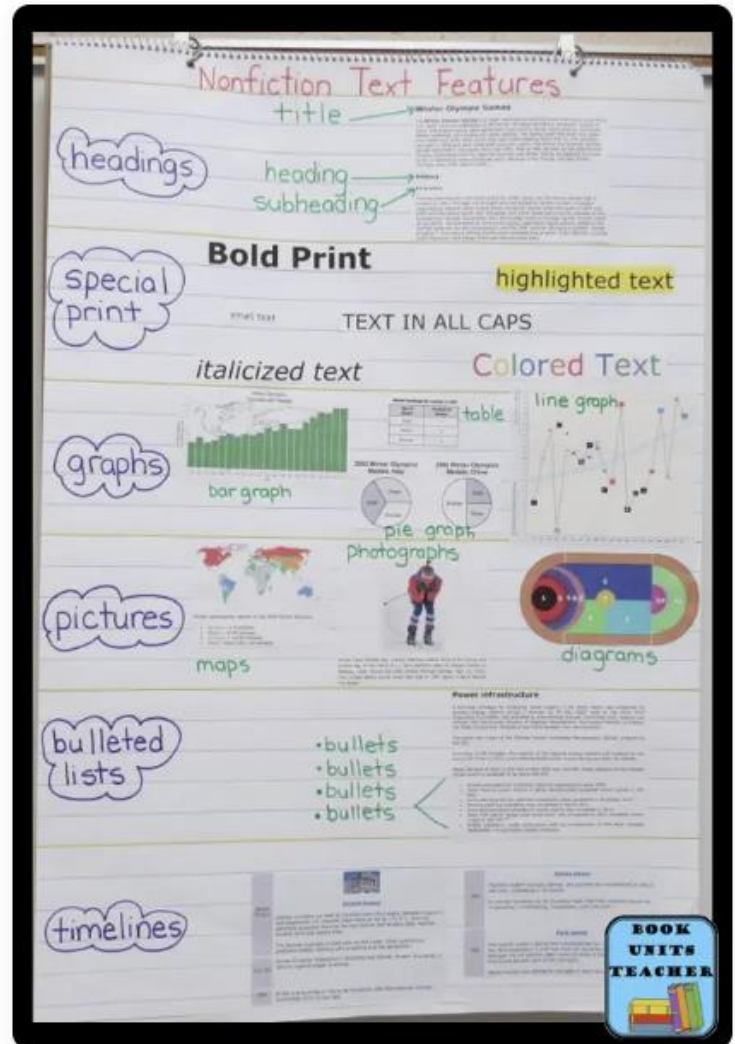


Learning about Text Features: Practical Ways to Teach Nonfiction



Parts of a Book



Text Features

Parts of a Book

Front Pages

- **title page** – lists the title of the book, author, illustrator, and publisher
- **copyright page** – shows the publication year, publisher, copyright owner, ISBN, and “all rights reserved” statement
- **preface** – a personal note from the author
- **acknowledgments** – The author thanks people who helped with the book.
- **introduction** – gives an overview of the book’s topic or purpose (Sometimes found in the body of the book.)
- **table of contents** – a quick reference listing chapters or sections with page numbers. It helps readers find topics easily and includes front-matter and end-matter page listings

End Matter

- **appendix** – extra information that supports the main text
- **notes** – details or explanations related to the text
- **glossary** – a list of special words from the book with pronunciations and definitions
- **bibliography or references** – lists books, magazines, or articles mentioned in the text and often includes resources for further study
- **index** – an alphabetical list of important names, terms, events, and topics with page numbers. Found at the back of the book, it helps readers locate information quickly



Text Features Definitions

headings

titles that tell what a section of text is about - They help readers quickly know the topic.

sidebar

a short boxed section beside the main text - It gives extra facts, examples, or interesting information.

special print

words written in bold, italics, ALL CAPS, colored text, or highlighted text - These formats show important vocabulary or ideas.

graphs & charts

visuals like bar graphs, line graphs, pie charts, or pictographs - They help readers understand data and compare information.

pictures with captions

photos or illustrations with a sentence underneath - Captions explain what the picture shows or add extra details.

diagrams

labeled drawings that show parts, steps, or how something works - Diagrams make complex ideas easier to understand.

bulleted list

a list of items marked with bullets - Bullets help readers see information clearly and quickly.

table

information arranged in rows and columns - Tables help readers compare facts or organize data.

timeline

a line that shows events in order - Timelines help readers understand when things happened and how events connect.

quotes

words taken directly from a person or text - Quotes show exact wording and often highlight important ideas.

headings

Heading 1

Heading 2

Heading 3

Heading 4

Heading 5

sidebar

A short, often boxed news story that is printed alongside a longer article. It usually contains additional, contrasting, or late-breaking news.

special
print

Bold Print

TEXT IN ALL CAPS

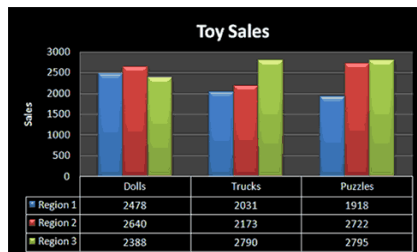
small text

italicized text

highlighted text

Colored Text

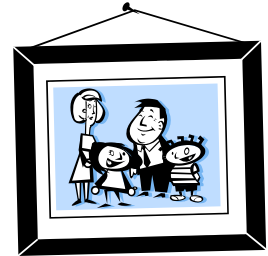
graphs
&
charts



pictures
&
Captions



Follow these steps to do the Fox Trot.



bulleted
list

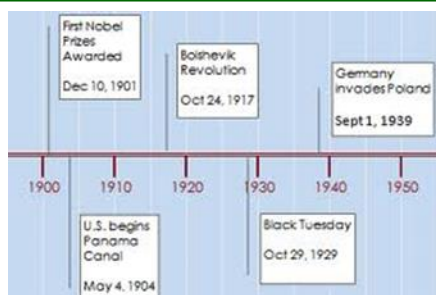
- bullet
- bullet
- bullet
- bullet



table

Purchased Equipments (June, 2006)			
Item Num#	Item Picture	Item Description	Price
		Shipping Handling, Installation, etc	Expense
1.		IBM Clone Computer.	\$ 400.00
		Shipping Handling, Installation, etc	\$ 20.00
2.		1GB RAM Module for Computer.	\$ 50.00
		Shipping Handling, Installation, etc	\$ 14.00
Purchased Equipments (June, 2006)			

timelines



quotes

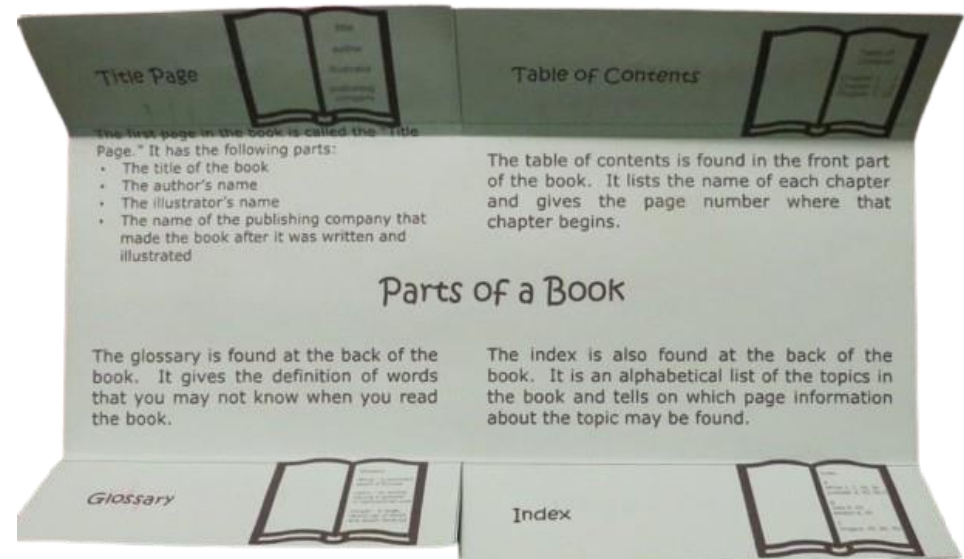
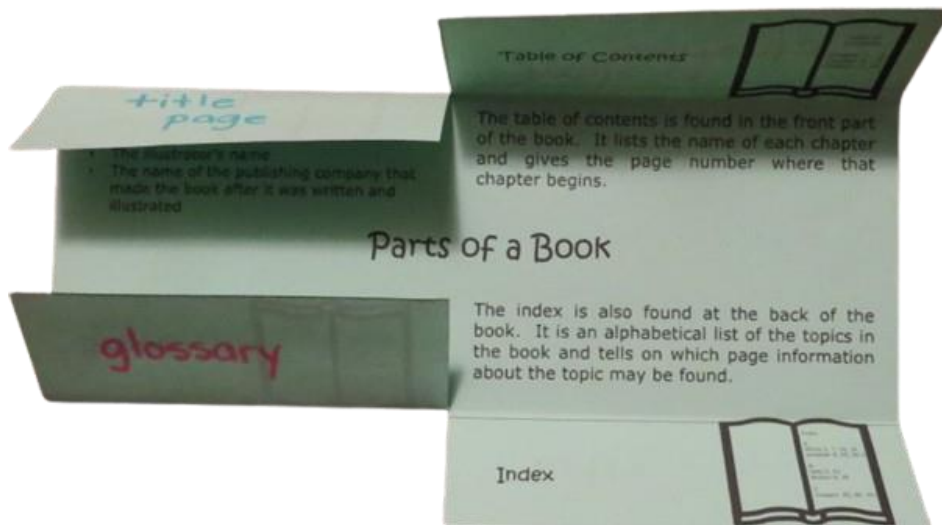
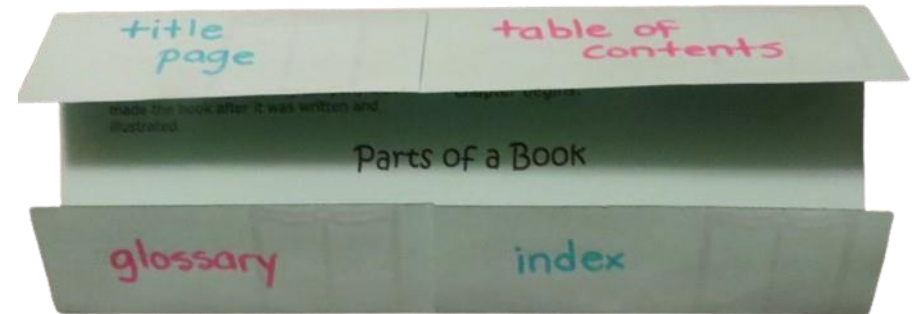
to repeat words from a book, speech, etc.

Dr. Martin Luther King, Jr. said, "I have a dream."

Instructions for Completing the Organizer:

1. Print the organizer onto colored paper.
2. Trim the edges.
3. Fold on the dotted line.
4. Cut on the solid lines between flaps up to the dotted fold line.
5. Have students fill in missing information.

The graphic organizers will fit into an interactive notebook after the edges are trimmed.

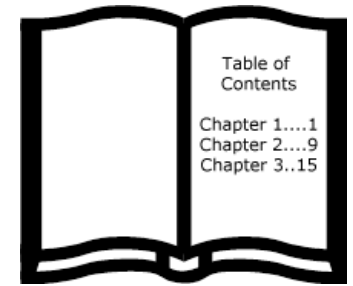




Title Page

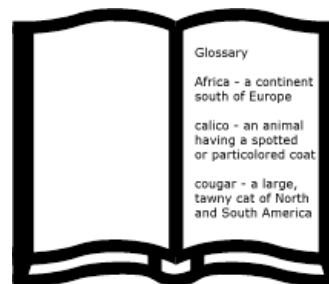


Table of Contents

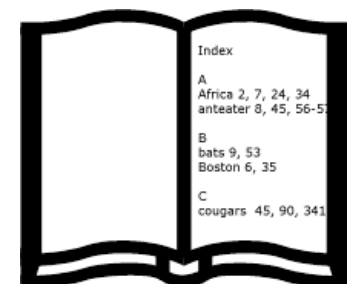


Parts of a Book

Glossary



Index

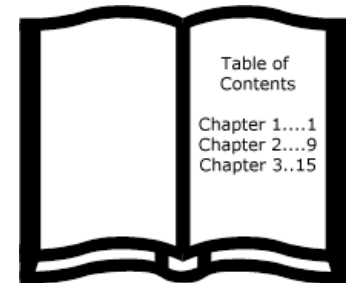




Title Page



Table of Contents



The first page in the book is called the "Title Page." It has the following parts:

- The title of the book
- The author's name
- The illustrator's name
- The name of the publishing company that made the book after it was written and illustrated

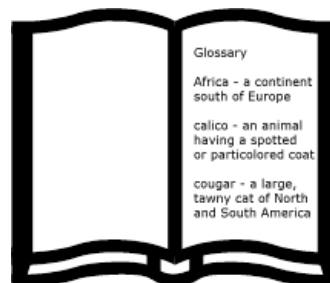
The table of contents is found in the front part of the book. It lists the name of each chapter and gives the page number where that chapter begins.

Parts of a Book

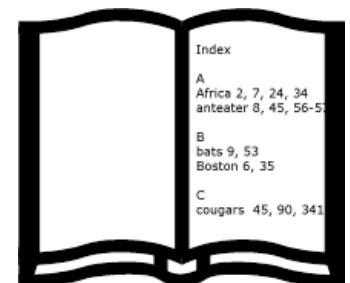
The glossary is found at the back of the book. It gives the definition of words that you may not know when you read the book.

The index is also found at the back of the book. It is an alphabetical list of the topics in the book and tells on which page information about the topic may be found.

Glossary



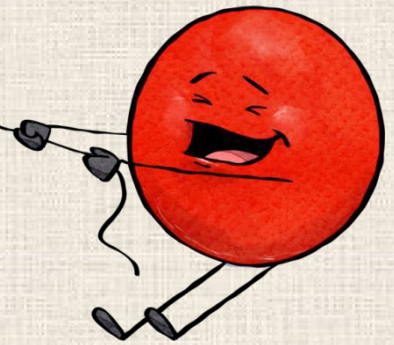
Index



Credits



[Pinterest](#)



[Book Units Teacher Blog](#)

[Gay Miller's
Teachers Pay Teachers Store](#)



[YouTube](#)



[Book Units Teacher Website](#)





Check out my new [YouTube](#) channel.