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| **Features** | **Purpose** |
| * diagram * graphs/charts/tables * maps * illustration * captions * labels * Table of Contents * Glossaries * Index/Indices * Key/Guide words * Timeline * Bold Print * Italics * Titles * Headings * Subheadings * Sidebars | * to understand a more detailed view; understand steps, how things are made, or info in the text * organize large amounts of info in a small space; show relationships * understand places * show drawn picture of something * understand what is shown in a photo * name parts * see major parts of the book along with page numbers, locate information or main topics * quickly find a key term from an alphabetical list * find pages that contain information you’re looking for * define key terms to find out their meaning * understand events in chronological/time order * shows words found in the glossary/vocabulary * understand the word is important * identify the topic of the text/main idea * identify topics throughout the text to skim, divides the text * navigate through sections of the text under the heading * interesting facts or important information the author wants the reader to know |