



NF Text Features include:

title, tells what you'll learn about

copyright information, tells the author and when it was published

table of contents, shows chapter titles & pages on which each begins

headings, identifies main idea of that section

subheadings, identifies main idea within a larger topic

Bold, *Italicized*, and Underlined Words, a **Variety of** Fonts

Illustrations and photographs

captions, words that help readers better understand pictures

comparison images, less known object compared to known object

graphics such as **charts** (data represented by symbols), **tables** (rows & columns w/ exact info.),

graphs (pictorial representations, **cutaways** (some exterior parts are removed from item), & **cross**

sections (imaginary line removes half of the object to show the inside)

sidebars, provide additional, related information

labeled diagrams, show object with parts identified

maps, locate place in world related to topic

glossary, provides definitions for important words in text

index, directs reader to pages on which topics are discussed



Nonfiction Text Features

Title

Write the title of your book.

Why is it there? What does it do?

Copyright Information Page

Why is it there? How could it be helpful?

Table of Contents

Why is it there? What does it do?

Headings

Where did you spot one? page _____

Why are they there? What do they do?

Subheadings

Where did you spot one? page _____

Why are they there? What do they do?

Bold, *Italicized*, and Underlined Words, a Variety of Fonts

Why did the author use a variety of lettering throughout the book?

Illustrations and photographs

What do you notice about the images in this NF book? How are the images different from a fictional story book?

Captions

Where did you spot one? page _____

What do captions do to help the reader?

Comparison Images

Where did you spot one? page _____

How are comparison images helpful to the reader?

Graphics

Where did you spot one? page _____

(e.g. charts, graphs, cutaways, & cross sections)

Most every NF text has some of these. Why are they used?

Sidebars

Did you spot one? _____

Sidebars are often found in larger books. Why would an author use a sidebar rather than adding the information into the main text?

Labeled Diagrams

Where did you spot one? page _____

Why are labeled diagrams so often used by authors writing NF texts?

Maps

Did you spot one? _____

What map would be beneficial in this book?

Glossary

Did you spot one? _____

Find 3 words that would be in the glossary if you had written this book.

Why would these 3 words be good ones for a glossary?

Index

Did you spot one? _____

Find 3 words that would be in the index if you had written this book.

Why would these 3 words be good ones for a glossary?





To write a kids' NF book, you'll need to do the following:

Research: Learn lots of information about your topic.

(Your report title should make it clear what your topic is.)

Take Notes: Make note cards, recording lots of important information you learn.

(You'll need to decide what's the most important for your report.)

Organize your note cards into topics.

(This will guide your Table of Contents.)

Organize your topics in the order you'd like to present them.

Organize your cards in the order you'd like to present them.

Write, in your own words, about the information you learned using your notecards to guide your thinking.

Decide what NF text features will be helpful for each section.

Decide which words may give your readers some trouble understanding.

(This will guide the making of your glossary.)

Decide which topics your readers may be searching for if they don't have time to read the whole book, but they need particular information in your book.

(This will guide the making of your index.)



Text Structures for Informational Books

Cause and Effect

The author lists one or more causes and the resulting effect or effects. Cue words to look for include: *reasons why, if...then, as a result, therefore, and because.*

Problem and Solution

The author states a problem and lists one or more solutions for the problem. The author may ask a question and then answer it. Cue words to look for include: *problem, puzzle, question, answer, and solved.*

Question and Answer

The author organizes information by presenting a question and then answering it. Some nonfiction series use this organizational structure throughout.

Comparison and Contrast

The author explains how two or more things are alike and/or how they are different. Cue words to look for include: *different, in contrast, alike, same as, and on the other hand.*

Description

The author describes the topic by listing characteristics, features, and examples. Cue words to look for include: *for example* and *characteristics are.*

Sequence

The author lists items or events in numerical or chronological order. Cue words to look for include: *first, second, third, next, then, and finally.*

Which text structure best describes the NF book you've been reading?



Nonfiction Writing Checklist

- I have spaces between my words.
 - My handwriting is neat.
- My sentences begin with capital letters.
 - My sentences have end marks.
- I used what I know about how words work to spell well.
 - I named the author and illustrator.
- I included _____ of the following text features:

Circle the NF text features you used in your book.

title

copyright information

table of contents

headings

subheadings

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captions

comparison images

graphics such as charts, graphs, cutaways, & cross sections

labeled diagrams

sidebars

maps

glossary

index