



Conventions  
of  
Non-fiction  
Texts

By: \_\_\_\_\_  
\_\_\_\_\_



# Table of Contents

A *table of contents* will help the reader to see the key topics in the book and know on what pages these topics may be found.



# Index

An *index* is an alphabetical list, with page numbers, of almost every topic in the book.



# Types of Print

Different kinds of print can help the reader by signalling, “Look at me!! I’m important!!”  
**bold** *italics* underlined



# Headings and Sub-headings

*Headings* and *sub-headings* help the reader understand what the topic of a page/paragraph is going to be.



# Pictures and Photographs

*Pictures* and *photographs* help the reader  
see exactly what something looks like.



# Captions

*Captions* help the reader to better understand  
a picture or a photograph.



# Labels

*Labels* help the reader to learn the parts of something shown in a picture or in a diagram.



# Fact File

*Fact files* help the reader to learn important facts about the topic by looking only at one page.



# Glossary

A *glossary* helps the reader to find the meaning of special words that are found in the text.



# Maps

A *map* will help the reader to understand where things are in the world.