

Format and structure

Worksheet 3: Identify and use text features

Key point

The organisational features of a text, such as subheadings, help us to find information more easily. Paragraphs also help to break down the information into manageable chunks.

Get started

Guided

1. Read the text below. It has a heading (or title) and some subheadings.

THE ANNUAL SPONSORED WALK

The Annual Sponsored Walk is organised by The Walkers' Club. We have been raising money for local charities and good causes for 10 years. Over the past 5 years, we have raised more than £250,000.



Last year, we funded a new play area for our local primary school and this year we want to continue helping our local community. The next sponsored walk will take place on 5 May and we need you to take part.

Why we need you to take part

The Community Centre urgently needs painting and decorating. If we can raise enough money, we will refurbish the kitchen area with a new cooker, fridge and sink. The whole community enjoys using the community centre and without your help, it could close.

About the walk

The sponsored walk is 10 miles long. It will start at the Town Square at 10 a.m. and finish at the park. Bring your friends! Come in fancy dress! It will be fun from start to finish.

Where to get a sponsorship form

Getting a sponsorship form is easy. You can collect one from the library or simply download and print one from our website:
www.thewalkersclub@dot.com

Please join us for the walk. Without your support the project will not be possible.

a. Underline all the subheadings in the text. The first one has been done for you.

b. Why has the introduction, just under the heading, been presented in two short paragraphs?

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.....

2. In your own words, explain the difference between a heading and a subheading.

.....
.....

Hint

Subheadings are used to guide the reader to a specific part of a text. They make it easier to find information. We often see subheadings used in leaflets, reports and some articles.

Try this

1. Use the text in Get started to answer the questions.

a. Give the subheading of the section that tells you about what the walk will raise money for.

b. Give the subheading of the section that gives you information about where the sponsored walk begins.

2. Look more carefully at the photograph in the text. What **two** things does it tell you about the event? Tick the correct two boxes.

The event is very serious.

The sponsored walk is only suitable for children.

The event is very enjoyable.

The sponsored walk is suitable for all ages.

The event is very challenging.

Hint

We can also 'read' a text by looking at the images that tell us more about the topic and support the written content.

Look at the people's expressions and their actions. Then look at the surroundings to establish the setting. Images can be pictures, photographs, illustrations or graphics. They are often used to provide additional information.

Aim to pass

1. Read the following short paragraphs and give each one a subheading. (2 marks)

a. On average, families waste nearly £60 a month by throwing away lots of food. Every year, tonnes of food and drink are wasted that could have been consumed and half of this goes from fridges and cupboards into the bin.

Subheading:

b. The three foods most often thrown away are bread, potatoes and milk. Even cakes and pastries make it into the top 10 most wasted items.

Subheading:

2. Write a short paragraph for this subheading:

Why we need to buy less (3 marks)

.....
.....
.....
.....

Rate yourself

How confident are you at identifying and using organisational features like subheadings and paragraphs?



Got it!

Move on to the next activity.



Not there yet...

Try one of the booster sheets for this worksheet.