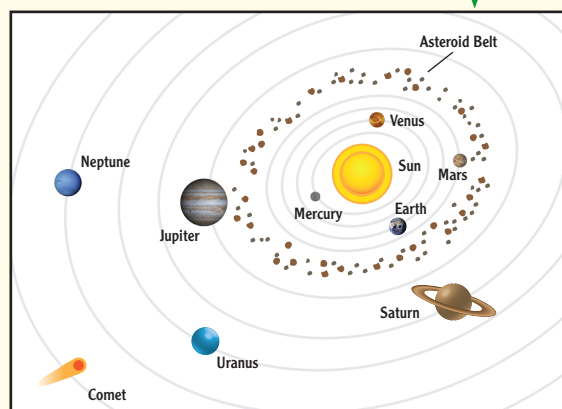




Using Text Features

Planets

Illustration



Our solar system

Caption

Our Earth is a planet. It travels around our sun. There are seven other planets that go around the sun, too. In some ways they are alike. In some ways they are different. Each planet is special in its own way.

Heading → Compare the Planets

The planets are alike in some ways. All planets orbit, or travel around, the sun. Also, all the planets are about the same age.

The planets are different in these ways:

Bullets

- How big they are
- How far they are from the sun
- How long it takes them to go around the sun
- What their surface is like

Mercury

Mercury is the closest planet to the sun. It is much smaller and hotter than Earth. It is not a place people can live, but it is like Earth in a number of ways:

Numbers

1. It is a rocky planet.
2. It has a magnetic field.

Text Features and Formatting

Planets

Earth is the planet we know best, but seven others travel around our sun. The planets are alike in some ways and different in others, but each has special features.

Heading → Comparing the Planets

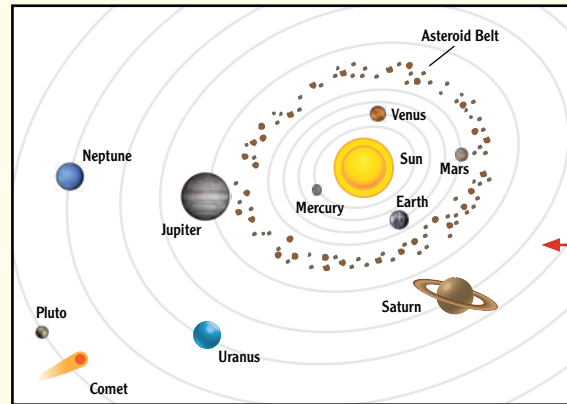
Bolded word (to be explained in the text)

The planets are alike because they **orbit**, or travel around, the sun. They also all formed around the same time.

However, the planets have a lot of differences:

Bulleted list

- Size
- Distance from sun
- Time to orbit the sun
- What it is like on the surface



Figure

Our solar system

Caption

How Much Would an Average Kid Weigh on Each Planet?

Table

Mercury	Venus	Earth	Mars	Jupiter	Saturn	Uranus	Neptune
26 lbs (12 kg)	63 lbs (29 kg)	70 lbs (32 kg)	26 lbs (12 kg)	165 lbs (76 kg)	74 lbs (34 kg)	92 lbs (28 kg)	79 lbs (36 kg)

Key: lbs = pounds, kg = kilograms

Mercury

Mercury is the smallest planet, and it is closest to the sun. It orbits the sun in 88 Earth days. It looks a lot like our moon, but is *much* hotter. It can get up to 800 degrees Fahrenheit. There are only a few ways it reminds us of Earth:

Italicized word (use rarely)

Numbered list

1. It is a rocky planet.
2. It has a magnetic field, though it is very weak.

Even though Mercury is like Earth in these ways, it is not a place people could live.

Text Features and Formatting in Informative/Explanatory Writing

Headings

Headings are words or phrases that identify what a section of text is going to be about. Use headings to separate different sections and to highlight your key/star ideas. Headings are formatted differently than surrounding text and are usually placed on a separate line.

Example

Preparing for a Hurricane

If you live in a coastal area, one of the most important tasks you should do is to prepare your family and home for the possibility of a hurricane.

Font Formatting

Font formatting is variation in font styles used to call attention to specific words and phrases. Use a **boldface** font for words that you will define or explain. Use an *italic* font to emphasize specific words. Use font formatting sparingly to emphasize or highlight only specific words—not a whole sentence or paragraph.

Example

A **hurricane warning** lets the public know that a hurricane is *expected* and that they should follow the instructions of local officials.

Bulleted Lists

A bulleted list is a list of related terms, phrases, or statements that are set off by bullets (dots) or other symbols. Use bulleted lists to present related items in an easy-to-read format and to avoid long lists within lengthy sentences.

Example

Emergency Preparedness Kit

- Prescription medications
- Bottled water
- Canned or boxed food
- Blankets
- Flashlight and batteries

Numbered Lists

A numbered list is a list of information or steps that are presented in a specific order. Use numbered lists to organize concepts or steps and identify sequence.

Example

1. Locate your disaster preparedness kit.
2. Follow weather updates on television, the Internet, or the radio.
3. Follow the instructions of local officials.

Text Features and Formatting

The Purposes of Public Art

Rather than being tucked away in museums and galleries, public art belongs to the community and is set in places where people can experience it. Small towns and large cities across America exhibit public art ranging from veterans' memorials to children's murals and from public garden sculptures to massive steel or fabric installations.

Whatever form it takes, any piece of public art serves one or more of these four valuable purposes:

Numbered
list

1. To provide a new experience or perspective
2. To serve as a reminder or memorial
3. To make a statement about an important issue
4. To symbolize a place

Heading — A New Perspective: *Cloud Gate*

Public art can simply help us see and experience the world around us in fresh ways. At first glance, Chicago's *Cloud Gate* might seem like a big, silvery blob. But its curving reflections change viewers' perceptions. People interact with the sculpture in a number of ways:

Bulleted
list

- They view the clouds and sky that are reflected on 80% of its surface area.
- They walk under its 12-foot arch.
- They observe how a single step drastically changes what they see.
- They make faces and enjoy their "house-of-mirrors" distortions.

This public art that many Chicagoans lovingly refer to as "The Bean" may someday come to symbolize the city and thus serve another of public art's purposes.

A Memorial Performance: *Tribute in Lights*

Public artwork also plays a role in the communal memory—helping us remember important events and people. New York City's *Tribute in Light* takes place annually on September 11th. The display's 88 high-wattage **xenon** lights shoot massive shafts of light into the sky to memorialize the fallen twin towers of the World Trade Center.

Image



Fig. 1. *Cloud Gate*, Millennium Park, Chicago, IL.

Caption

Xenon: a nonreactive gas used to make intense flashbulbs, strobe lights, and fluorescent bulbs

Graphic
element:
definition of
bolded word

Bolded word
(key term
explained or
defined in the
text)