

Facts	Things that are true and can be proved.
Heading	The title page
Key words	Important words in bold or italics
Photograph	A picture of the subject
Caption	Next to a picture to tell you about it
Map	Shows where places are
Glossary	Explains what the key words mean
Sub-heading	Title for a section of writing
Contents	At the front of the book and tells you where pages are, and certain information is located
Index	At the back of the book, tells you where to find names/subjects in the book