

ORGANISATIONAL FEATURES

Level 1 Reading: understand organisational and structural features and use them to locate relevant information.

1. What are organisational features?

Organisational features are the parts of a text that arrange information clearly. They help readers find, follow and understand information quickly. In Level 1 Reading, you may need to name a feature and explain how it helps the reader.

2. Common features and their purposes

Feature	What it does	How it helps the reader
Title / main heading	Shows the overall topic.	Helps the reader know what the text is about before reading.
Subheading	Splits the text into sections.	Helps the reader scan and find a particular section.
Paragraphs	Group related ideas together.	Make longer texts easier to follow.
Bullet points	List separate points.	Make key information quick to read.
Numbered list	Shows steps in order.	Helps the reader follow instructions or a process.

3. More features to recognise

Feature	Purpose	Example exam wording
Table	Organises information in rows and columns. Useful for times, prices and comparisons.	Which feature helps you find the timetable quickly?
Image	Attracts attention and supports the written information.	What does the image suggest about the event?
Caption	Explains a picture or gives extra information about it.	How does the caption help the reader?
Text box	Makes important or extra information stand out.	Why has the writer put this information in a box?
Bold print / colour	Highlights important words or groups information.	How does bold print help the reader locate information?

4. Level 1 exam strategy

Step 1: Look at the layout before reading every word.

Step 2: Name the feature accurately: heading, subheading, table, caption, text box, bullet points.

Step 3: Explain what it helps the reader do: find, follow, compare, notice or understand.

Step 4: Link your answer to the text. Example: "The table helps the reader compare class times."

5. Model answer

Question: Explain how subheadings help the reader in this leaflet.

Strong answer: Subheadings help the reader find different sections quickly. For example, a reader can go straight to "Booking" if they need information about how to book a place.

6. Remember

Do not only name the feature. At Level 1, explain how it helps the reader and, where possible, give evidence from the text.