

ORGANISATIONAL FEATURES

Worksheet - Functional Skills English Level 1

Section A: Match the feature to its purpose.

Write the correct letter next to each feature.

Feature	Purpose choices
1. Heading ____	A. Shows information in rows and columns.
2. Bullet points ____	B. Explains a picture.
3. Table ____	C. Shows the main topic.
4. Caption ____	D. Shows steps in order.
5. Numbered list ____	E. Makes important extra information stand out.
6. Text box ____	F. Lists separate points clearly.

Section B: Read the text and answer the questions.

Text A: Healthy Lifestyle Day

Main heading: Healthy Lifestyle Day

Subheadings: Activities | Food and Drink | Booking

Table: shows activity times and room numbers

Text box: "Book by Friday to get a free lunch."

Caption: "Learners try a five-minute fitness challenge."

7. Which feature tells you the overall topic of the text?

8. Which feature helps you find the activity times quickly?

9. Which feature gives important extra booking information?

10. What does the caption explain?

Section C: Explain how features help the reader.

11. Explain how the subheadings help the reader in Text A.

12. Explain why the writer may have used a text box for the free lunch information.

13. Explain how a table helps the reader more than a paragraph for activity times.

14. Give one organisational feature from Text A and explain its purpose.

Section D: Level 1 exam-style practice

Text B: Community Garden Volunteers

The webpage has a large title at the top. The section called “What volunteers do” uses bullet points. A table shows days and times. A photograph shows people planting vegetables, and the caption says, “Local residents plant tomatoes in the community garden.” A yellow text box says, “New volunteers must attend a short safety talk before starting.”

15. Name two organisational features used in Text B.

16. Which feature helps readers find the volunteer days and times?

17. Explain how the bullet points help the reader.

18. Explain why the safety information is in a text box.

19. How does the caption help the reader understand the photograph?
