Y5 Organisational Devices

KS2 Y5 English · Follows the national curriculum

Name _____ Class _____ Date _____

1. Worked example

Choose devices for a leaflet: 'Visit Our School Library'

Step 1 · Main heading

Visit Our School Library!

Step 2 · Subheadings

Opening times · What you can borrow · Library rules

Step 3 · Other devices

A table for opening times; bullet points for rules; a photo with a caption

Answer: Heading, subheadings, a table, bullet points and a captioned photo.

Check: Each device helps the reader find or understand information.

2. Now try one with the steps

Bullet points or numbers? 'How to brush your teeth'

Step 1 · Does the order matter?

Step 2 · So use

Answer:

3. Practice

Have a go at each one. There is space underneath to work it out.

1. What is the job of a heading?

2. What is the job of a subheading?

3. When should you use a numbered list instead of bullet points?

4. What is a caption?

5. Why might a writer put a word in bold?

6. Which device helps readers compare information side by side?

7. What does a glossary contain?

8. What does a contents page show?

9. Name two devices you would use in instructions for making a kite.

10. Write three subheadings for a report about the Romans in Britain.

11. Why are columns used in newspapers?

12. What is a 'fact box' and why is it useful?

13. A leaflet has 12 bold words on every line. Why is this a problem?

14. Why don't most stories use subheadings and bullet points?

4. Before you hand it in

Numbering a list where order doesn't matter
Bullets for 'what you need'; numbers for 'what to do'.

Making lots of words bold or underlined
Save bold for the few key words or warnings.

Vague subheadings: 'Part 1', 'More stuff'

Use clear, specific subheadings: 'What do owls eat?'

Adding devices just to decorate

Ask: does this help someone find or understand the information?