

Y6 Layout Devices

KS2 Y6 English · Follows the national curriculum

Name _____ Class _____ Date _____

1. Worked example

Plan the layout for a leaflet: 'How to Look After a Goldfish'.

Step 1 · Heading

How to Look After a Goldfish

Step 2 · Sub-headings for each section

The Tank · Feeding · Cleaning · Health

Step 3 · Numbered list where order matters

Cleaning the tank: 1, 2, 3, 4

Step 4 · A text box for a key tip

Never feed more than your fish can eat in two minutes!

Answer: Heading, four sub-headings, a numbered list for cleaning and a text box for the top tip.

Check: Each device has a job.

2. Now try one with the steps

Bullets or numbers? 'Things to pack for camp.'

Step 1 · Does the order matter?

Step 2 · So

Answer:

3. Practice

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

1. What is a sub-heading?

2. When should you use a numbered list rather than bullet points?

3. What is a caption?

4. Which device is best for comparing information in rows and columns?

5. Name one text type that often uses columns.

6. Bullets or numbers: 'ingredients for a cake'?

7. Bullets or numbers: 'how to plant a seed'?

8. Give a sub-heading for a section of a report about what hedgehogs eat.

9. Why do non-fiction texts use sub-headings?

10. Suggest three sub-headings for a leaflet about a castle.

11. What is a text box used for?

12. A train timetable is written paragraph. Why is this a poor choice?

13. Which layout device would you add to a recipe to show what the finished dish looks like?

14. Why should sub-headings in the same text follow the same pattern?

4. Before you hand it in

Using every device on one page: bold, bullets, tables, boxes, columns.

Use only the devices that help this reader with this purpose.

Vague sub-headings: 'Part 1', 'More stuff'.

Be specific: 'Habitat', 'Diet', 'Predators'.

Bullet points for steps that must be in order.

Use a numbered list.

Using sub-headings in a story.

Save layout devices for non-fiction such, leaflets and guides.