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| <b>B</b>                                                                                                   | <b>I</b>                                                                            | <b>N</b>                                                                                | <b>G</b>                                                                                                | <b>O</b>                                                                                 |
| Find someone who can identify the role of captions in enhancing the meaning of a text.                     | Find someone who can define the use of bold or italicized words in a text.          | Find someone who can describe the significance of a numbered list in a text.            | Find someone who can explain the purpose of page numbers in a book.                                     | Find someone who can explain how a diagram or chart aids the reader.                     |
| Find someone who can describe the purpose of headings and subheadings in a text.                           | Find someone who can identify the function of a table of contents in a text.        | Find someone who can explain how a title in a text enhances the reader's understanding. | Find someone who can describe how quotations or speech bubbles in a text assist the reader.             | Find someone who can explain the importance of a cover illustration on a book.           |
| Find someone who can explain the use and significance of hyperlinks in digital text.                       | Find someone who can identify the role of footnotes or endnotes in scholarly texts. | <b>FREE</b>                                                                             | Find someone who can describe how the use of different fonts can convey information.                    | Find someone who can discuss the function of a drop cap at the beginning of a paragraph. |
| Find someone who can discuss the role of photographs or illustrations in supporting the purpose of a text. | Find someone who can explain the purpose of sidebars or callout boxes in a text.    | Find someone who can explain how a bullet list supports the purpose of a text.          | Find someone who can discuss how the use of color in text affects its meaning.                          | Find someone who can explain how a glossary helps the reader.                            |
| Find someone who can discuss how text formatting such as font size affects readability.                    | Find someone who can describe the importance of an index in a text.                 | Find someone who can explain how pull quotes are used in magazines or articles.         | Find someone who can identify the significance of text alignment (e.g. left center right) in documents. | Find someone who can describe the role of footers or headers in a document.              |

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