

Organisational Features – Basic Multiple-Choice Worksheet

English

Level 2 Reading

Basic multiple choice · 26 questions · 26 marks

Remember

Organisational features (also called layout, presentational or structural features) are the things a writer uses to *arrange* information on the page so it is easy to find and follow: headings, subheadings, bullet points, numbered lists, tables, columns, bold and italics, text boxes, captions, images, logos, hyperlinks, contents pages, glossaries, keys, FAQs.

They are **not** language features. A rhetorical question or emotive word is about the *words*; a bullet point is about the *layout*. The exam mark scheme says: "Do not accept layout features" for language questions – and vice versa.

The standard exam answer: name the feature + what it does for *this* reader. "The table lets a parent compare class times and costs at a glance."

Part 1 – Spot the feature (12 marks)

Brookford Community Centre – Autumn Programme

Text A – a leaflet delivered to homes in the town

What's on this autumn

Our autumn programme starts on Monday 6 October. There are classes for every age, from toddler music to over-60s tai chi, and most sessions cost less than £5.

Classes and times

Class	Day	Time	Cost
Toddler music	Tuesday	10:00–10:45	£3
Beginners' Spanish	Wednesday	19:00–20:30	£6
Tai chi (over-60s)	Thursday	14:00–15:00	Free
Job club	Friday	09:30–12:00	Free

How to book

- Online at www.brookfordcc.org.uk/book
- By phone on 01234 567 890 (Monday–Friday, 9 am–5 pm)
- In person at reception

Did you know? Last year 2,300 people attended a class at the centre – our highest number ever.

"The job club helped me rewrite my CV and I had two interviews within a month." – Dev, job club member

Getting here

The centre is a five-minute walk from Brookford station. **Free parking** is available in the car park behind the building. *[Photo: the centre's front entrance with the new ramp]*

Registered charity 1234567 · Brookford Community Centre, Mill Lane, Brookford BF1 2AB

Use Text A to answer questions 1–12. Circle one answer for each.

1. What is the purpose of the **heading** 'Brookford Community Centre – Autumn Programme'?

- ☐ **A** To give the centre's address
- ☐ **B** To tell the reader what the whole leaflet is about
- ☐ **C** To persuade the reader to donate
- ☐ **D** To list the prices

2. 'What's on this autumn', 'Classes and times' and 'How to book' are examples of:

- ☐ **A** captions
- ☐ **B** subheadings
- ☐ **C** bullet points
- ☐ **D** footnotes

3. Why has the writer used a **table** for the classes?

- ☐ **A** Tables look more attractive than paragraphs
- ☐ **B** So the reader can compare days, times and costs quickly
- ☐ **C** Because the information is an opinion
- ☐ **D** To make the leaflet longer

4. The three ways to book are shown as **bullet points**. This helps the reader because:

- ☐ **A** they show the writer's feelings
- ☐ **B** each option is separate and easy to scan
- ☐ **C** they are in alphabetical order
- ☐ **D** they are more formal than a paragraph

5. The words **Free parking** are in bold. Why?

- ☐ **A** To show they are a quotation
- ☐ **B** To draw the reader's attention to useful information
- ☐ **C** Because they are a subheading
- ☐ **D** To show the writer is angry

6. 'Did you know? Last year 2,300 people attended...' appears in a coloured box. This feature is a:

- ☐ **A** glossary
- ☐ **B** text box (or fact box)
- ☐ **C** contents list
- ☐ **D** table

7. The sentence from Dev in italics is a:

- ☐ **A** caption
- ☐ **B** subheading
- ☐ **C** quotation / testimonial
- ☐ **D** bullet point

8. '[Photo: the centre's front entrance with the new ramp]' describes a:

- ☐ **A** caption for an image
- ☐ **B** heading
- ☐ **C** footnote
- ☐ **D** logo

9. The website address is underlined. This suggests it is a:

- ☐ **A** misprint
- ☐ **B** hyperlink
- ☐ **C** heading
- ☐ **D** key term

10. The small print at the bottom (charity number and address) is:

- ☐ **A** a caption
- ☐ **B** the main heading
- ☐ **C** a footer / contact details
- ☐ **D** a bullet point

11. If a reader only wants to know how much tai chi costs, which feature helps them find it fastest?
- ☐ A The quotation ☐ B The table
- ☐ C The 'Did you know?' box ☐ D The heading
12. Which statement best describes how the leaflet is organised?
- ☐ A One long paragraph with no breaks ☐ B Subheadings that let the reader jump to the section they need
- ☐ C A numbered list of instructions ☐ D A question-and-answer format

Part 2 – Match the feature to its purpose (8 marks)

Match each organisational feature to its purpose. Write the letter in the box.

Feature	Letter	Purpose
13. Numbered list		A – shows where to find each section and on which page
14. Glossary		B – shows steps in the order they must be done
15. Contents page		C – explains specialist or difficult words
16. Columns		D – identifies the organisation instantly
17. Logo		E – breaks text into narrow blocks that are easier to read, as in newspapers
18. FAQ section		F – answers the questions readers most often ask
19. Sidebar / text box		G – separates extra or highlighted information from the main text
20. Key / legend		H – explains the symbols or colours used on a map or chart

Part 3 – Which feature would you use? (6 marks)

21. A recipe lists 'Step 1, Step 2, Step 3...'. The best feature for this is:
- ☐ A bullet points ☐ B a numbered list
- ☐ C a table ☐ D a subheading
22. A council report has 'Introduction', 'Findings', 'Recommendations'. These are:
- ☐ A captions ☐ B subheadings
- ☐ C quotations ☐ D hyperlinks
23. A web page has words in blue that you can click. These are:
- ☐ A headings ☐ B hyperlinks
- ☐ C captions ☐ D bullet points
24. A textbook explains 'ratio' in a list at the back. This list is a:
- ☐ A contents ☐ B glossary
- ☐ C caption ☐ D logo
25. A magazine article prints one sentence in large letters in the middle of the page to grab attention. This is a:

☐ **A** pull quote

☐ **C** table

☐ **B** footnote

☐ **D** key

26. Which of these is NOT an organisational feature?

☐ **A** A subheading

☐ **C** A rhetorical question

☐ **B** A bullet point

☐ **D** A table

Organisational Features – Basic Multiple-Choice Worksheet – Answers

Level 2 Reading · mark-scheme style

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Part 1

1 B 2 B 3 B 4 B 5 B 6 B 7 C 8 A 9 B 10 C 11 B 12 B

Part 2

13 B 14 C 15 A 16 E 17 D 18 F 19 G 20 H

Part 3

21 B 22 B 23 B 24 B 25 A 26 C (a rhetorical question is a *language* feature)

Where Level 2 students lose marks on this topic

- Mixing up organisational features with language features. If the question says 'organisational' or 'presentational', do not answer 'rhetorical question'.
- Giving a generic purpose – 'it makes it easier to read' – instead of what the feature does for the reader of *this* text.
- Calling everything a 'heading'. Learn the difference between the main heading, subheadings, captions and pull quotes.