



Headings

The use of well-placed, informative headings help visually orient the reader within a document. A heading is a title given to a section of text. The headings then make up the table of contents, which is a map to your document. Headings tell the reader what key topics will be covered and the overall direction the document is going to take.

Review several nonfiction books or technical documents. Notice the headings and subheadings in each chapter. Consider how each uses headings and subheadings effectively.

DIRECTIONS: Read the assigned text. What different categories of information included in the text selection?

Mark in the handout where you think your headings and subheadings would be appropriate.