

1	<p>Answer the questions to show your understanding.</p> <p>a. What is a heading?</p> <p><i>Headings are titles at the top of a page or large section of text.</i></p> <p>b. Why are headings used?</p> <p><i>Headings are used to tell the reader what the whole text is about.</i></p>	2 marks
2	<p>a. What is a sub-heading? (There are two types.)</p> <p><i>Sub-headings are titles that come straight after a main heading.</i></p> <p><i>They are also titles given to sub-sections of a text.</i></p> <p>b. Why are sub-headings used? (Give two reasons.)</p> <p><i>Sub-headings after a main heading give more information about the content of the text which follows.</i></p> <p><i>Sub-headings given to sub-sections of text tell you what the sub-section is about.</i></p>	4 marks
3	<p>What are columns used for?</p> <p><i>Columns are used to break up large sections of text .</i></p> <p><i>Columns are used as they make it easier for the reader to track/read short lines.</i></p> <p>Accept either or both descriptions for 1 mark.</p>	1 mark
4	<p>What are bullets used for?</p> <p><i>Bullets are used to draw attention to important information.</i></p> <p><i>Bullets are used to make lists.</i></p> <p>Accept either or both descriptions for 1 mark.</p>	1 mark
5	<p>What are tables used for?</p> <p><i>Tables are used to help the reader compare related information.</i></p> <p><i>Tables are used to organise/draw attention to key pieces of information.</i></p> <p>Accept either or both descriptions for 1 mark.</p>	1 mark
6	<p>List 3 other types of layout device and explain why they might be used. Possible answers.</p> <ul style="list-style-type: none"> <i>pictures or photographs</i> <i>quotes</i> <i>using different colours</i> <i>captions</i> <i>numbers</i> <i>fonts</i> <i>diagrams</i> <i>maps</i> <p>Reasons given must be clear and sensible.</p>	6 marks