


Annotation Guidelines

Annotation is the act of “talking” to the text as you read it. Though you may not be speaking out loud, you will be writing/taking notes about what you are reading as you are reading it. Annotation is a helpful strategy to keep yourself engaged while reading.

1. Read the text through once before making any annotations.
2. Circle unfamiliar words or phrases. Use context clues to try and figure out the meaning. Later you can come back and write a synonym or brief definition of these words in the margin.



3. Underline main ideas the author presents. Also note supporting details with arrows to show the connection to the main idea. 

4. Make brief notes in your own words about the main idea in each paragraph; time consuming but useful, especially for writing summaries of essays or articles.

5. Use numbers to indicate steps in a process, lists, important details, etc.

1,2,3

6. If something in the text causes you to have a comment, make a note of it in the margin (make sure to also write your question!)

?

7. If something in the text causes you to have a comment, make a note of it in the margin (make sure to write down your comment). Use a plus sign to show agreement and a minus sign to show disagreement with the writer. Why do you feel this way?

+ -

8. Use the stars or exclamation points to highlight interesting points. If you see a connection to another text comment on that.

!

9. Eventually you can create your own consistent method of symbols to use while annotating.

10. Remember to write down questions and comments as you go along. Do not simply rely on your symbols to help you remember.