**How to Annotate**

**1.** Circle unknown and unfamiliar words as you read. You may need to come back and reread the sentences before and after the word to understand the meaning of the word. If you still have any issues understanding the word, look it up online or in a dictionary. Write a brief definition near the word when you grasp it.

**2.** Underline sentences that provide you with definitions of key terms. Write “def” in the margin so you can locate the definition quickly.

**3.** Mark an “X” or an asterisk next to a sentence that provides an important example of the main topic.

**4.** Draw a question mark beside a point that is confusing. (Remember this is different than #1, you are marking points or ideas that you find confusing, not a single word)

**5.** Number lists of ideas that the writer provides as support points to back up the main concept. Write a number in the margin next to each support point that clarifies the main idea.

**6.** Place a check or a star next to important passages. (This is a good practice when taking a test that requires you to read a passage, because the questions that follow the reading will most likely refer back to these main points.)

**7.** Make notes to your-self in the margins. As you read, write any questions or comments that pop up in your mind in the margin next to the passage. These questions and comments should be in connection to what you are reading.

**8.** Keep it simple! Remember, you are trying to connect with the reading in some way. Do not mark more than 1/5 (20%) of the text!

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