

ANNOTATION GUIDELINES

Presentation

- **NO** highlighters.
- Use **ONE** color ink in a contrasting color, except red – no metallic or florescent inks – for annotating the article.
- Responses should be stapled on **TOP** of the annotated article.
- Write all questions and answers in blue or black ink and skip lines between each response.

Annotation/Margin Notes

- Read over the questions before reading the article.
- Identify the main idea/thesis of the article and note it as such.
- As you read, determine the following:
 - Where is the information located in article that will help me answer the questions
 - Is the answer straight forward, or will I need to infer the information
 - What additional information can help support my answers
- Identify and underline the information that will help you answer the questions that are being asked
- Margin notes should correspond to underlined text, which question it will help you answer. Margin notes should be brief, concise and significant, a brief summary of the information you have underlined.
- **CIRCLE** unfamiliar vocabulary and **DEFINE** in the margin (unless stated otherwise – 5 is the minimum vocabulary needed for each annotation)

Content (Responses to the annotations questions):

- Remember write the question before each response.
- Responses should be specific, focused answers to the questions.
- Guidelines for determining responses of substance:
 - **First Sentence: Fact**
This sentence should be composed of general information from or about the article. It should **DIRECTLY** answer the question.
 - **Second Sentence: Support and Defense**
This sentence should support/defend the first “fact” sentence. It may come directly from the article in the form of direct facts and quotes or paraphrased information from the article.
 - **Third Sentence: Either/Or**
This sentence can be either a “fact” sentence or more support in the form of quotes, facts or experience from personal life or other readings.

Writing

- ALL responses should be written using complete, expanded sentences, with no contractions.
- Students should carefully proofread for error in spelling, punctuation and usage as per the fundamental rules of grammar.
- Sentences should **DIRECTLY** answer the questions. Clarity is essential.

ADDITIONAL TIPS TO HELP YOU WITH ANNOTATIONS

QUESTIONS:

Questions are the most notable aspect of your annotated readings. They will help you focus your reading, identify information, identify definitions, and even express confusion, doubts, reflections, and most important, reactions. (Don't forget any questions that come-up in the margin notes **MUST** be answered.)

DEFINITIONS:

It is of the utmost importance for you to stop and look up unfamiliar words, names, or terms.

REACTIONS:

The margin notes on reading react to both ideas and style. You should also react to the personal aspects of author's reflections.

MAIN IDEAS:

At least one point describing or explaining the main idea in each paragraph should be in the margin notes. These main ideas will then be able to help you to determine the overall main idea of the whole reading.

MARKINGS:

On the reading itself, you should be marking it – underlining, circles, boxes, brackets, asterisk, stars, etc... -- These markings will detail and distinguish any special uses of language such as images or explanations, features of style, meaning and interpretations of the text, words to be defined, or people and events to be identified.