**Annotating Text and Reflection Guidelines:**

***Why annotate?*** As an “active reader,” you already know that when you read, you should have questions in your mind. As you read, you should be looking for the answers to these questions. You should also have a pencil in hand so that you can “annotate” your text. As the word suggests, annotate means to “take notes” in your text. Unlink “highlighting,” which is a passive activity, the process of annotating text helps you stay focused and involved with your text. You’ll find that the process of taking notes as you read will help you to concentrate better. It will also help you to monitor and improve your comprehension. If you come across something that you don’t understand or that you need to ask about, you’ll be able to quickly make note of it, and then go on with your reading.

***How do I annotate?***

*Guidelines for annotating text:*

Underline, star, highlight, box, circle whatever words, phrases, or sentences that catch your attention. Write brief comment in the margins.

* Underline important terms
* Circle definitions and meanings
* Write key words and definitions in the margin
* Signal where important information can be found with key words or symbols in the margin
* Write short summaries in the margin at the end of a chunk of text.
* Write short summaries in the margin next to the section where the answer is found
* Indicate steps in a process by using numbers in the margin
* Add comments about connections you have to the text, questions you have, and any ideas that occur to you

**Reflection Guidelines:**

***How do I reflect on the text?***

After you have annotated the text, you will write a ½ page minimum reflection on what you’ve read. You will include the following in your reflection…

* Summarize: Tell what the text is about in your own words
* Audience: Who is the audience for this text? Was it written for a general audience or a special audience? How do you know? Is there anything in the text that provides clues? For example: specialized vocabulary? Types of publication?
* Purpose: What is the writer’s primary purpose in writing this piece? To persuade? To inform? To entertain? Choose one and explain using evidence from the text.
* Opinion: What is your opinion about the article? Do you agree/disagree with the author? Why? Use text evidence to explain/justify your opinion
* Questions: What questions do you still have after reading the text?