**Annotation Guidelines**

1. **Read with a pen or pencil in hand** (and, at times, post-its).
2. Your annotations **must include comments** as evidence of thinking.
3. **Have a** **CONVERSATION** with the text. Talk back to it.

4**. Take your time** as you begin a new text.

1. **Ask questions** (essential to active reading).

* Use question marks.
* Be alert to what puzzles you.
* Good readers do not zip along without stopping to monitor their comprehension. They stop to think and to note what they don’t understand.
* Write down questions you would like to discuss.

1. Write in the margins (or on sticky notes):

* **Summarize** sections, chapters, pages, etc.
* Make **predictions**
* Formulate **opinions**
* Make **connections**
* Ask questions
* Analyze the **author's craft**
* Write reflections/**reactions**/comments
* Look for **patterns**/repetitions
* **Define** words
* **Make sense** of confusing sections

1. **Create your own code** / symbols

Mark up:

* + - main idea \_\_\_\_
    - supporting details \_\_\_\_
    - key terms \_\_\_\_
    - cause and effect relationships \_\_\_\_
    - difficult vocabulary/concepts \_\_\_\_

1. Underline/**highlight** – CAUTION: Use this sparingly.

* Underline/highlight **only a few words**.
* Never underline an entire passage.

1. At the end of each chapter, **bullet-point the key events** as a summary or **write a short summary**.