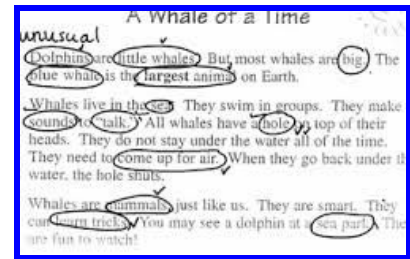


Common annotation marks

Proficient, **active** readers often **mark the text** when reading to identify key points and make it easier to locate important information at a later time. Below are some annotation marks more commonly used.

1. Underlining, circling or **highlighting** of key words or phrases

of key words or phrases, of important or forceful statements, of major points.



2. Vertical lines at the margin

|| to emphasize a statement already underlined.

3. Star, asterisk, * or other doo-dad >>> at the margin

> to emphasize the most important statements in the text.

4. Numbers in the margin

> to indicate the sequence of points the author makes in developing a single argument.

5. Numbers of other pages in the margin

> to indicate where else in the book the author made points relevant to a point already

marked;

> to tie up ideas in the text, which, though separated by many pages, belong together.

6. Writing in the margin, or at the top or bottom of the page

> to record questions (and perhaps answers) which a passage raised in your mind;

> to summarize a complicated discussion/argument to a simple statement;

> to record the sequence of major points through the book/text.