

Tips to Reading a Text or an Article and Annotation...

- Interrogate what you read. Ask it questions. Demand answers. Shout at it.
- Annotate. Make the “text” your own. Underline, take notes, scribble in margins, outline on computer – write your response to what you read!
- Annotate some more. Mark up pages for organization. Look for key phrases like “First,” “Second,” or “Third.” Mark these with: numbers, exclamation marks, and/or asterisks.
- Circle! What is the puzzle the author is asking? Circle it.
- Underline. What is the author’s main argument (or answer to his/her puzzle)? Find it and underline it.
- Annotations are descriptive and critical; they expose the author's point of view.
- Comment. What evidence does the author provide in support of his/her argument? Assess this evidence and decide whether you think it supports his/her argument at all. Comment upon your assessment on the text. Do you agree or not? And why or why not?
- Glossaries. Look up any words you don’t know. Write down their definitions.
- Critique. Be critical but generous. Look for what might be valuable as well as what might be problematic.
- Digest. Take it slow. Annotate, interrogate and review. A text often needs to be read two to three times to fully digest and understand.
- If you choose to write a summary after the article instead of annotations on the article itself, then, this style is a brief (usually about 150 words) descriptive and evaluative paragraph. The purpose is to inform the reader of the relevance, accuracy, and quality of the sources cited. Again, critically expose the author's point of view and main argument(s) in this article.

The process Reading a Text Book:

Pre-Read

- Begin by reading the title and table of contents and index. Get a feel for the layout of the textbook and what the author thinks is important enough to highlight here.
- Look over the appendixes. These are supporting materials to help you understand the book.
- Begin each chapter by glancing over the pages. Read all of the headings and subheadings. Read the boxes in the margins. This will help to familiarize you with the material you are about to digest.

Read

- Read the chapter in depth. Take notes and outline the chapter main points and any key concepts.

Post-Read – Review

- Review your margin notes and or other book notes.