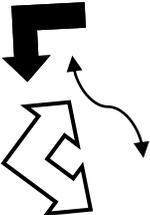


ANNOTATION GUIDELINES

Annotation is the act of “talking” to the text as you read it. Though you may not be speaking out loud, you will be writing/taking notes about what you are reading as you are reading it*.

1. Underline or highlight any unfamiliar words. Later you can come back and write a synonym or brief definition of these words in the margin.
2. Underline main ideas the author presents. Also note supporting details with arrows or other symbol to show connection to main idea.
3. Make brief notes in your own words about the main idea of each paragraph; time consuming but useful, especially for writing summaries of essays or articles.
4. Use numbers to indicate steps in a process, lists, important details, etc.
5. If a something in the text causes you to ask a question, make a note of it in the margin. *(make sure to also write down your question!)*
6. If something in the text causes you to have a comment, make a note of it in the margin. *(make sure to also write down your comment!)*
7. Finally, create your own *consistent* method of symbols to use while annotating. See examples below.

**For some, annotation is more effective if notes are taken after a selection is read through once.* Example: While reading a novel, annotate for important events, characters, etc. after you have finished a chapter. Post-It notes are helpful for this!

| | | | |
|---|--|--|--|
|  | Use arrows to point out important ideas, main points, or to connect ideas together |  | To show surprise or disagreement |
|  | Use stars to highlight interesting points | LOL |  To show humor or amusement |
|  | To indicate a question | WARNING: You must write down questions and comments as you go along. DO NOT simply rely on your symbols to help you remember. | |

ANNOTATION or “talking” to yourself as you read is a helpful strategy to keep yourself engaged while reading. It gives you a purpose even when reading something that is not very interesting to you. If you notice that you haven’t made notes while reading a text, this is a good indication that you haven’t been giving the reading your full attention and that you need to go back and re-read.

T.T.R.A.P. – Used for a general analysis of a text and to “trap” the author’s main idea (thesis). We will be using this method to analyze essays from 40 Model Essays. See PART 1 of “Text Essay Response”.

PRE READING: Answer the questions below based on what you read in AUTHOR INFORMATION and PREVIEW preceding each essay in 40 Model Essays. *Any ideas or predictions you have about a text prior to reading a text will provide you with a guide for annotation.*

DURING READING: Annotate in margins of text, on post-it notes, or on a separate piece of paper.

POST READING: Once you have finished reading and annotating an essay, you can check your predictions by answering these questions again.

T.T.R.A.P.

Topic:

WHAT IS THE MAIN TOPIC OR SUBJECT OF THIS ARTICLE OR ESSAY?

HINT: the title or subheading/preview may give you ideas about this.

Tone:

WHAT CAN BE INFERRED ABOUT THE SPEAKER’S ATTITUDE TOWARD THE TOPIC OR THE AUDIENCE? The tone can be *serious, humorous, critical, sympathetic, affectionate, hostile, sarcastic, soothing, passionate, detached, etc.*

Rhetorical Strategy:

Consider the rhetorical strategies used by the author. Which strategy is dominant and controls the main idea of the essay? *HINT: Chapter titles often tell which strategy is dominant.* What secondary strategies will be or are used?

Audience:

TO WHOM IS THE MESSAGE DIRECTED? Who was the document created for? Does the author or speaker identify an audience?

- Based on WHEN and WHERE the essay was originally published, **WHAT CAN YOU INFER ABOUT THE AUDIENCE?** Consider characteristics such as: race, politics, gender, social class, religion, etc.
- Does the speaker use language or vocabulary that is specific for a particular audience?

Purpose:

WHAT IS THE WRITER’S GOAL? Why did the author choose to analyze this topic? Does the author wish to entertain, inform, or persuade his/her audience? What is the writer’s main idea (thesis)?