



Annotating an Informational Text

Annotating = Active Reading

- **Active Reading is reading with a purpose.**
- **Annotating is explaining and organizing what you have read.**

Remember:

- Annotations help your teacher check your reading comprehension while also helping you to organize the details of what you have read.
- If done correctly, you should not have to re-read the text to study/refresh your memory of the document. Read your annotations!

As you actively read an informational text, follow these guidelines to annotate it. Remember: Highlighting IS NOT annotating!

- As you read, circle words you do not understand, look them up, and write the definition in your own words to help you understand what you have read.
- As you read, write short “texting style” messages on your annotating sheet to summarize AND explain the DETAILS of what you read.
 - Make each word meaningful, like you would in a text message or a tweet.
 - Someone reading your annotations should be able to answer quiz questions based on the DETAILS that you note in the margins.
 - You may use abbreviations and symbols, but make sure you provide a key at the top of the annotating sheet.
- Note items needing clarification with a ? to remember to ask the teacher for help or as a reminder to do further research.
- **AFTER** you have read the text and written your annotations, review your annotations and use codes and symbols to help organize the information that you need for your project.
 - If given a code use it, or if you create your own code, put a key on the paper for your memory and the teacher’s understanding.

List adapted from:

Keeley, Meg. “The Basics of Effective Learning: Annotated Text.” *Bucks County Community College*. Bucks County Community College, 10 May 2011. Web. 30 Aug. 2013.