INSTITUTE WRITING PROGRAM

THE WRITING CENTER

Annotating Texts

Recording thoughts in documents, or annotating, helps you remember the material and makes you think more deeply about the text. Simply highlighting or underlining might draw your eye to that section later, while annotations will help you develop critical thinking.

Good annotations will summarize the text and define key terms.

- 1. Paraphrase what happened in a scene or chapter and its importance to either another scene or the story as a whole.
- 2. Draw a picture of the scene, your response or an idea.
- 3. Write down definitions of words you do not know. This will help you learn more words, but also help you better understand the text.

Better annotations will do more than summarize. They will challenge the text, make connections to other readings, and ask questions. Students may use annotations to brainstorm ideas for their projects.

- 1. Ideas, feelings, and questions occur naturally in the reading process. Write down your feelings; consider if the author wanted this reaction.
- 2. Write down any connections to other texts, movies, or events that you notice.
- 3. Write down what is confusing to you. Write down when one of your questions is answered.
- 4. Interact with the author of the text by asking a question about a passage. Consider responding as the author to your question.
- 5. Notice and comment if a point the author makes is a central idea, supporting evidence, or an idea they are refuting.
- 6. Notice and comment on relating ideas or themes that you begin to notice the author focusing on.
- 7. Evaluate the author's writing. Is the argument convincing? Do you agree or disagree with their point of view?
- 8. Relate sections of the text to your own life and experiences.
- 9. Notice and comment on a literary device rhetoric, metaphor, foreshadowing, tone, paradox, irony, symbolism, etc. What effect does it create for you, the reader, the text, or the argument?
- 10. Explain the moments of emotional impact. The author just killed the main character; are you apathetic? angry? happy?
- 11. Use your inference skills. Is the author using a passage or relationship to try to tell you something deeper than what is being said directly?

Develop a system of symbols that are meaningful to you (e.g., checkmarks for main ideas, circles around unknown words, stars for interesting supporting evidence, etc.) If you cannot take notes in the text, consider using sticky notes.

The Writing Center | Virginia Military Institute | 215 Carroll Hall | http://www.vmi.edu/writingcenter Handout created by Natalie Oleksyshyn, 2017. Revised November 2023.

Tone-Wistful? Nostalgic. who is the why not taken' speaker? where docs The Road (Not) Taker the road go? Literal Level: 1 is it Jutumn? A person is walking Two roads diverged in a yellow wood, in the woods. + comes to a fork in the road And sorry I could not travel both regretful Tries to look down And be one traveler, long I stood Ishows takes one road, but canit see where it leads Hmm... And looked down one as far as I could time to think ! To where it bent in the undergrowth; Both roads same -PICKS one the same. So, are the roads but knows he'll never Know Canit Know what was Then took the other, as just as fair, what's at that down the other And having perhaps the better claim, road. Thinks he will down point Because it was grassy and wanted wear; 21 Ways worder. there but shill, Though as for that, the passing there similar. Had worn them really about the same. Figurative -Inot so different 124 In life, there are choices And both that morning equally lay where neither one is so means stepped great that it jumps at In leaves no step had trodden black. on you . You have to pick, so you Oh, I kept the first for another day! Yet knowing how way leads onto to way, He knows once hepicks, heill never do get the chance again And then that choice I doubted if I should ever come back. leads to people, experiences willalwayswonder I shall be telling this with a sigh a var don't get to