

## Directed Learning Activity

### Annotating Your Textbook

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Class Name & Number:** \_\_\_\_\_ **Instructor:** \_\_\_\_\_

**Final Tutor Verification:** \_\_\_\_\_




**Outcome:** to annotate textbook material and improve comprehension and note taking skills.

**Description:**

Annotation is the active reading process of taking notes in your textbook while you read. The goal of annotating is to stay focused and involved with the text by making notes of what you do and do not understand.

The following techniques show how you can annotate your text.

1. When you begin to read, make sure to have a pen or pencil in hand.
2. Highlight or underline the main idea and/or topics of the paragraph. To help you identify the main idea, ask yourself, “What is this paragraph about?”
3. Use any one of the following symbols to identify supporting details of the topic.

| <u>Symbol</u>   | <u>Description</u>   |
|---|--|
|  | Circles and Underlines   |
|  | Brackets   |
| Highlight with a different color than you used for the main idea.                   |  |
| 1, 2, 3, 4, ...   | Number the details that support the main idea.   |
| ??  | Use question marks to note something you do not understand.  |
|  | Use arrows to show relationships between any visuals (charts, pictures, diagrams, ...) and the text. |
| <b>Ex:</b>  | Use Ex: to note examples   |

|                                   |  |
|-----------------------------------|--|
| Personal connections or questions | <ul style="list-style-type: none"> <li>• Does a certain sentence or paragraph remind you of something you learned before?</li> <li>• Briefly write down what a particular word or sentence means in your own words. (5 words or less)</li> </ul> |
|-----------------------------------|--|

Note on Symbols: When you use any symbol(s), only select words or short phrases that relate back to your main idea. Otherwise, you will be circling or highlighting the entire text which you want to avoid.

4. Rewrite definitions or concepts briefly in your own words.
5. In the margin of your text, write the topic of the section and a short list underneath of the supporting details you annotated.

### Sample Annotated Text

The Ordovician (what country, continent, ... ?)

505 to 440 Million Years Ago

Cambrian (end)  
 ↓  
 Ordovician  
 ↓  
 Silurian (took over Ordovician)

The Ordovician period began approximately 510 million years ago, with the end of the Cambrian, and ended around 445 million years ago, with the beginning of the Silurian. The Ordovician is classified into three parts: late, middle, and early. There are two groups in each part. In the [late part] Ashgillian and Caradocian. In the [middle part] there are the Llandeilian and Llanvirnian. The [early part] is made of the Arenigian and Tremadocian groups.

Ordovician:

- ① Late
  - Ashgillian
  - Caradocian
- ② Middle
  - Llandeilian
  - Llanvirnian
- ③ Early
  - Arenigian
  - Tremadocian

**Activity Part I:** Follow the instructions below to watch a brief annotation demonstration video.

1. At a computer, go to <https://readingcenter.wordpress.com/>.
2. Click on Academic Skills Video Links
3. Click on the second video: Annotating Your Textbook (Michigan College)
4. Watch and observe the annotating style.

**Final Activity:** Ask a tutor for the final activity to complete the activity.

Annotation: Final Activity

1. Practice your annotating skills by reading and taking notes on the paragraph below. After you have completed this section, review your work with a tutor and continue with #2.

Practice Passage

The growth of urban areas exacerbated many problems, including the absence of clean drinking water, the lack of cheap public transportation, and most importantly, poor sanitation.

Sanitation problems led to heavy urban mortality rates and frequent epidemics of typhoid, dysentery, typhus, cholera, and yellow fever. Government officials, recognizing the need for improvement, initiated the return to suburban and rural areas. The proposal involved several cost effective solutions. Local village water delivery systems were improved, and as villages were substantially smaller, almost everything was in walking distance, thereby eliminating the need for public transportation.

2. Now with your own textbook, choose one page out of your textbook and annotate it using the techniques above and from the video. Review your work with a tutor for final confirmation.

Name of Textbook: \_\_\_\_\_ Chapter Title: \_\_\_\_\_ Page #: \_\_\_\_\_