MARKING THE TEXT: NON-FICTION
(Informational/Argument)

This annotation strategy uses four main marks:

1. Number the paragraphs.
   - Start with #1 and continue in order until the end of the text or reading assignment. Circle the number, leaving room in margins. Like page numbers, paragraph numbers will act as a reference so you can easily refer to a specific section.

2. Draw a box around the words or topics that you don’t know.
   - Look up the word’s meaning so you can understand the sentence. Also use this symbol to remind you to research topics mentioned in the article that you are unfamiliar with.

3. Circle key terms, names of people, places and dates
   - To identify Key Terms, ask if it is...
     - Repeated
     - Defined
     - A main idea
     - Important to the purpose of the reading

4. Underline or highlight claims and relevant information
   - A claim is an argument or a statement made by the author. Relevant information is information that is closely connected to the subject being discussed or is important to helping us understand the subject, such as:
     - Evidence
     - Explanations
     - Descriptions
     - Data & Statistics
     - A Process

5. Write notes in the margins or between paragraphs
   - Write down the questions you have after reading the paragraph, or summarize it in a sentence or a few words. Use margin notes to explain the “marks” you left in the text