

Name:

Common Non-fiction Annotation Format

Purpose: Annotation requires you to engage with written texts on a deeper level. In addition to helping you find evidence for later discussion and written arguments, annotation helps you organize your thoughts, check your comprehension and offers a quick study tool to skim through for before assessments.

Directions: For each article, follow these steps to demonstrate your learning and to check your comprehension.

1. **GIST:** For all important paragraphs, write a 3-5-word gist summary statement in the margins for what was written.
2. **UNDERLINE:** Underline the main points of the article and underline all important details that the author uses as evidence to support his main points.
3. **LABEL:** Write a label for each of the underlined portions of the article (e.g. "Main Idea" or "Evidence").
4. **CIRCLE:** Circle all important new vocabulary. Use the context of the sentences to write what you think the words mean in the margins.
5. **DEFINE:** After reading, look up and record all the definitions to the important new vocabulary presented in the article.
6. **QUESTION:** Write questions that you have while reading in the margins.
7. **SUMMARIZE:** After reading, write a 1-sentence summary of the whole article.