

## Annotating in Five Easy Steps

1. Find a short phrase that succinctly expresses the **MAIN IDEA** of the passage. Draw a box around it in the text and write “*main idea*” in the space in the margin.
2. Find brief definitions. **Circle** the terms, **underline** the definitions, and write “*def*” in the space in the margin. If you find additional definitions, do the same with them.
3. Write “**ex**” (for example) in the margin next to any examples or illustrations.
4. Put a (?) in the margin next to anything you do not understand.
5. Put a (!) in the margin next to anything you think is especially important.

**NOTE:** You do not always have to do ALL of the above. It is OK to develop your own “system.”



## SQ3R



### Survey the chapter

- Read the introduction.
- Major section headings and figures.
- Skim questions, key words, and summaries.
- Create a context for remembering information. Give yourself examples.
- Generate a sense of what is important.
- Plan your study session: Set a time limit, breaks and rewards.

### Question

- What is the main point?
- What evidence supports the main point?
- What are the applications or examples?
- How is this related to the rest of the chapter, the book, the world, to me?

### Read the section

- Skim or read the section actively.
- Answer your questions.
- Take notes in the margins.

### Recite the main points

- Look up from the book and verbalize the answers to your questions.
- Talk out loud and listen to the answers. Recite to remember.

### Review

- Go back and highlight or underline the main points in the section.
- Add more notes in the text/margin.
- Repeat SQ3R for each section
- Create a one page summary and review when doing homework.
- Review often and reward yourself.