

Close Reading Teacher Annotation Guide

Use this checklist to guide your students' annotation effort

- Instruct students to underline important (key) ideas
- Demonstrate and teach students to highlight 5 to 20 percent of what they read
- Instruct students to circle words and phrases that don't make sense
- Instruct students to use question marks to indicate where they have questions or what they don't understand
- Model the annotation process to guides students in the use of margins to write down questions and answer them while reading
- Demonstrate the use of an exclamation mark where information is surprising or interesting
- Draw arrows to make connection among ideas
- Use the letters "ex" or write "example" where an author uses an example
- Remind students to number ideas, arguments, key ideas and details
- Model and instruct students to paraphrase numbered information.

Anecdotal notes and reflection about the process: