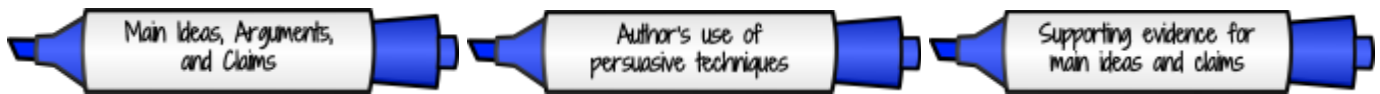


ANNOTATE to DOMINATE



STEP 1: NUMBER THE PARAGRAPHS

- ✓ NUMBERING THE PARAGRAPHS WILL AIDE YOU IN REFERENCING THE TEXT

STEP 2: FIRST READ

- ✓ CIRCLE AND DEFINE UNFAMILIAR VOCABULARY. WRITE THE DEFINITION BY THE WORD OR IN THE MARGINS.

STEP 3: LEFT MARGIN, WHAT IS THE AUTHOR SAYING?

- ✓ LABEL THE TOP LEFT CORNER OF THE DOCUMENT "SAYING" (THIS IS THE WHAT)
- ✓ WHEN YOU DO YOUR SECOND READ, YOU WILL BE WRITING EXPLANATIONS AND SUMMARIES IN THE LEFT MARGIN (MAIN IDEAS, THESIS STATEMENTS, CLAIMS)

STEP 4: RIGHT MARGIN, WHAT IS THE AUTHOR DOING?

- ✓ LABEL THE TOP RIGHT CORNER OF THE DOCUMENT "DOING" (THIS IS THE WHY)
- ✓ WHEN YOU DO YOUR SECOND READ, YOU WILL BE ANALYZING THE AUTHOR'S PURPOSE AND EFFECT IN THE RIGHT MARGIN

STEP 5: SECOND READ

- ✓ THIS STEP ENSURES THAT YOU UNDERLINE AND HIGHLIGHT **WITH A PURPOSE**
- ✓ REMEMBER THAT ANYTHING YOU HIGHLIGHT DURING YOUR SECOND READ SHOULD HAVE A COMMENT IN THE MARGIN TO ACCOMPANY IT
- ✓ IDENTIFY ANY OF THE AUTHOR'S MAIN IDEAS, ARGUMENTS, AND/OR CLAIMS
 - HIGHLIGHT THESE IN GREEN
 - SUMMARIZE/EXPLAIN IN THE LEFT MARGIN, PREFERABLY IN 10 WORDS OR LESS
- ✓ ANALYZE ANY OF THE AUTHOR'S PERSUASIVE TECHNIQUES; HOW ARE THEY TRYING TO "GET" YOU?
 - HIGHLIGHT THESE IN PINK
 - ANALYZE THE MEANING, PURPOSE, AND/OR EFFECT IN THE RIGHT MARGIN
 - POSSIBLE RHETORICAL DEVICES INCLUDE: THE PERSUASIVE APPEALS- ETHOS, PATHOS, LOGOS; POWERFUL DICTION WITH STRONG NEGATIVE OR POSITIVE CONNOTATION; FIGURATIVE LANGUAGE DEVICES- SIMILE, METAPHOR, ANALOGIES, HYPERBOLE, PERSONIFICATION; EXAMPLES OF REPETITION- ANAPHORA, PARALLELISM, ALLITERATION; ANTITHESIS; RHETORICAL QUESTIONS; SYNTAX; TONE
 - DRAW PICTURES AND OR DIAGRAMS TO HELP YOU VISUALIZE THE INFORMATION
 - ASK HOT QUESTIONS (HIGHER ORDER THINKING): HOW, WHAT, WHY QUESTIONS
- ✓ ANY OTHER COMMENTS, THOUGHTS, AND CONNECTIONS THAT COME TO MIND AS YOU READ

STEP 6: THIRD READ

✓ CHUNK THE TEXT

- YOU WILL WANT TO CHUNK THE PARAGRAPHS BASED ON THE IDEAS BEING PRESENTED IN THOSE PARAGRAPHS – THINK IDEA CHUNK
- DRAW A HORIZONTAL LINE IN BETWEEN CHUNKS
- THERE ARE MANY WAYS TO DO THIS, BUT ULTIMATELY YOU NEED TO HAVE A LOGICAL JUSTIFICATION AS TO WHY YOU CHUNKED IT THE WAY YOU DID.
- EXAMPLES
 - CHUNKING THE STRUCTURE OF THE TEXT (HOOK, INTRO, BODY, CONCLUSION)
 - CHUNKING BY AUTHOR'S CLAIMS
 - CHUNKING COUNTERCLAIMS OR OPPOSING IDEAS
 - CHUNKING BY CHANGES OR SHIFTS IN IDEAS OR MOOD

✓ FIND THE EVIDENCE

- YOU WILL BE CHECKING TO SEE HOW WELL THE AUTHOR SUPPORTS THEIR ARGUMENT BASED ON THE EVIDENCE THEY PROVIDE, BOTH THE AMOUNT OF EVIDENCE AND THE QUALITY OF THE EVIDENCE
- HIGHLIGHT ANY EVIDENCE IN YELLOW
- GO BACK THROUGH AND FIND THE AUTHOR'S CLAIMS (HIGHLIGHTED IN GREEN), THEN SEE WHAT THEY PROVIDE DIRECTLY AFTER THEIR CLAIM TO SUPPORT IT
- THESE COULD BE:
 - EXAMPLES, ANECDOTES (STORIES), FACTS, STATISTICS, DATA