

Introduction

In this unit, you will learn about how to annotate the texts you are reading. Good readers are always actively engaged with the texts they are reading. It does not matter whether you are reading a newspaper, novel or academic text, reading actively is the best way of ensuring that you retain as much information as possible. For this reason, when we are reading we are always concerned with interacting with the text in a variety of ways. Annotating a text means to read interactively. Your attitude and approach to the material is important. You must not annotate in a hurry, because you need to think as you read. This is why you may read more slowly than if you just want to get a general sense of the words and meaning, as we do when we are skimming or scanning. You will even stop and reread sentences or sections that you have not properly understood or been able to place in the context as a whole. As you read you should be trying to relate the material to something you already know. In this way, you give the new material a place and shape and it will allow you to question what does not 'fit' with what you know.

For this reason, read with a pencil in hand. We all know what it is like to read a whole page, or more, before you realise that although you have taken the words in you remember nothing of what you have read. Writing as you read, forces your mind to engage with the text. When we annotate, we extract the main ideas from each paragraph and note them in the margin by jotting down key words. If there are difficult words that we do not understand, we underline them and find their meaning in a dictionary. Phrases are translated into our own words in a process we call paraphrasing, which is covered in the unit title "Paraphrasing". We note discourse markers or signposts (for example, in addition, however). In the following units, you will learn more about more reading strategies.

Learning Content

Answer the following questions based on the video you are about to watch:

1. What are the ways of annotating mentioned by the presenter?
2. Where should one NOT annotate or make any marks?
3. What is the first step of annotating?
4. What does one start with?
5. What does the linking word *Overall* tell the reader?
6. What does the linking word *however* tell the reader?
7. What is the reason for looking at positive and negative statements in a text?
8. What does it mean to really analyse a document?

<https://www.youtube.com/watch?v=j52pQzQnX5o&list=RDjrly3EtnT8I&index=13>

Remember: Reading is **power** - it helps you to make informed decisions.

Reading is **information** - it helps you to gain information.

Reading **expands** your horizons and your understanding of the world.

Reading is **food** for the mind and the imagination.

Reading is **important** for academic success.

Activities and Additional Resources

Resource	Format	Time needed	Link
Critical Reading Strategies	Power point	10 mins	https://drive.google.com/open?id=1Vl64KaprwNW-VpOrWZhELx-UfhaB8s0U
Annotation Task	Worksheet	15 mins	https://drive.google.com/open?id=1t9Y - AIWswRLC94WN6xFdVFdDwgO7pg1
Annotating a Text – A Quick Guide	Video	2 mins	https://www.youtube.com/watch?v=-zJksh9KGil Remember you should only annotate texts that belong to you. DON'T write in library books!
How to Annotate in Word	Video	4 mins	https://www.youtube.com/watch?v=TVJb64fzZ7E
How to Annotate a pdf	Video	2 mins	https://www.youtube.com/watch?v=enXBvGexT9Q

Summary

In this unit, you learned about annotating any text and how this may assist your understanding of, recall of, and reaction to the text.

Reflection

Think about the questions relating to your experience of this unit and write down your response.

1. I learned from this unit that ...
2. I need to work on ...
3. Annotation will help me/not help me when ...
4. I liked/disliked this unit because ...