Annotating a Short Story or Novel

Tools: Highlighter, Pencil, Post-its and Your Own Text

1. Highlighter

A highlighter allows you to mark exactly what you are interested in. Equally important, the line emphasizes without interfering. While you read, highlight whatever seems to be key information. At first, you will probably highlight too little or too much; with experience, you will choose more effectively which material to highlight.

2. Pencil

A pencil is better than a pen because you can make changes.

While you read, use marginalia—marginal notes—to mark key material. Marginalia can include check marks, question marks, stars, arrows, brackets, and written words and phrases. Create your own system for marking what is important, interesting, quotable, questionable, and so forth. Your highlighted text should be accompanied by margin notes-otherwise you will not remember why you highlighted the text.

3. Post-its

Marking pages with small-post it notes makes referring back to important information much easier. Use the post-it notes on the outside of the text so that you can make extra notations that are easy to refer to specific sections when rereading for analysis.

3. Your Text

Inside the front cover of your book, keep an orderly, legible list of "key information" with page references. Key information in a novel might include themes; passages that relate to the book's title; characters' names; salient quotes; important scenes, passages, and chapters; and maybe key definitions or vocabulary. Remember that key information will vary according to genre and the reader's purpose, so make your own good plan.

As you read, section by section, chapter by chapter, do the following:

- At the end of each chapter or section, **briefly** summarize the material.
- Title each chapter or section as soon as you finish it, especially if the text does not provide headings for chapters or sections.
- Make a list of vocabulary words on a back page or the inside back cover. Possible
 ideas for lists include the author's special jargon and new, unknown, or otherwise
 interesting words.

