

Suggested Annotation Procedures

Kindergarten – 2nd Grade:

- Use wiki sticks to underline key ideas
 - K: underline key ideas in big books
 - 1st: underline key ideas in big books and personal books
 - 2nd: phase out wiki sticks and introduce writing instruments to record notes on texts
- Develop notes collaboratively about books as part of interactive writing instruction

3rd – 5th Grade:

- Use writing instruments to record notes on texts
 - underline the major points in texts [3rd, 4th, 5th]
 - circle keywords or phrases that are confusing or unknown to the reader [3rd, 4th, 5th]
 - use an *exclamation mark* (!) for things that surprise the reader [4th and 5th]
 - write single word comments in the margins [4th and 5th]
 - use a *question mark* (?) for questions during reading & write the question in the margin [5th]
 - mark *EX* when the author provides an example [5th]
 - write two-word or three-word comments in the margins [5th]
- Use bookmarks or sticky notes to note key ideas
- Continue interactive writing of notes

6th – 12th Grade:

- Use writing instruments to record notes on texts
 - underline the major points
 - circle keywords or phrases that are confusing or unknown
 - Use a *question mark* (?) for questions during the reading. Be sure to write the question in the margin.
 - Use an *exclamation mark* (!) for things that surprise you, and briefly note what it was that caught your attention.
 - Draw an *arrow* (↔) when you make a connection to something inside the text, or to an idea or experience outside the text. Briefly note your connections.