

# Annotation

## TECHNIQUES

*for non-fiction*

### 1. Number

- Start with the first paragraph, number it one and continue numbering sequentially throughout, placing the numbers near the paragraph indentation.
- As with page numbers, paragraph numbers will act as a reference so you can easily refer to places in the text.

### 2. Circle

- Key terms, cited authors, and other essential words or numbers.
- Words/phrases that are repeated, defined by the author, used to explain or represent an idea, used in an original or unique way; a central concept or idea, relevant to one's reading purpose.

### 3. Underline

- Author's claims and other information relevant to the reading purpose.
- A claim may appear anywhere in the text;
- A claim may not appear explicitly in the argument, so the reader must infer it from textual evidence;
- There may be several claims throughout the author's argument;
- An author may signal his claim, letting you know his position.