



READING & ANNOTATION TIPS

1. Create your own system for marking the text, so you are interacting with the information as you read.

Feel free to create your own set of symbols. We've included some suggestions below! The best systems are simple, and allow you to easily see what you were thinking when you review your notes.

2. Preview the text for main ideas:

scan for opening & paragraphs, headers, sections/bullets/headlines.

3. Underline unfamiliar words, new key concepts and terms.

4. Draw arrows to connect related ideas.

5. Add numbers next to:

1. Steps
2. Lists
3. Supporting details

6. Add a question marks next to points of confusion, or to indicate that you need clarification. Write your question in the margin, or on a sticky note/tab.

7. Note your disagreement in the margin/on a sticky note, and why.

8. Use highlighters sparingly, and with intention:

ex: color code your highlights!

9. Talk it out:

Discuss what you thought was most important about the reading with a classmate/roommate/-friend. Try to pick out just 1-3 main ideas.

10. Refresh your memory:

Briefly preview your reading notes/-sticky notes/annotations before class. Quiz yourself when you study by actively bringing info from your notes/readings to mind, without peeking.

11. Listen to your readings as you go!

All UVM students have free access to a program called Read & Write Gold. This program, among many things, can turn any digital (or PDF!) text into audio. Increase your understanding and stay alert as you read by listening to it out loud!