

# 5 Steps of Annotating

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When annotating our classwork, complete all of these steps in the margins of the text. This is important for responding to writing without needing a guide...create your own guide to study guide.

1. **Circle and define any unknown words (in the left margin).**
  - Be sure to define words that may have multiple meanings
  - Poetry is about word choice, so not knowing one word can alter the meaning entirely
  - Think about why an author uses certain words over others
  
2. **Summarize each section/stanza (in the right margin).**
  - Check your comprehension of each individual stanza
  - Note if the stanzas flow together to tell a story, or not
  - Important for refreshing the material for the test
  
3. **Underline/highlight key phrases and literary devices.**
  - Note key phrases that help prove what the poem is about
  - Point out major metaphors/similes
  - Highlight other poetry terms, such as alliteration, rhyme scheme, etc...
  
4. **Write down questions (at least 2).**
  - Practice guessing what Mr. Randon will ask on the test
  - Ask the big questions, do not get bogged down in specifics
  
5. **Determine the universal theme(s).**
  - Remember that a theme cannot be one word – a full theme
  - You should always be able to *support* your interpretation
  - A universal theme should be a message about life that **everyone** can learn from