**Annotating and Descriptive Outlines**

**Annotating a text**

1. First read: just read it and circle any unfamiliar words and phrases. Mark your confusion.
2. Second read: Annotate.
3. Third read: Look for support for your ideas. THIS is where you start to highlight information.

*It doesn’t matter if you do the right margin annotations in the left margin or vice versa. Just be consistent.*

**Right margin annotations**

Identify the following:

* Introduction and conclusion- draw a line where the introduction ends, and where the conclusion begins.
* Author’s claim- also known as the thesis statement
* Author’s main arguments- can you determine the main ideas for each paragraph?
* Use of evidence and appeals: logos-quotes, paraphrases, summaries, examples, statistics; ethos- information or tone words that establish the author’s personal; pathos- loaded words, appeals to emotion.
* Purpose of the conclusion- summarizes main ideas, calls to action, etc.
* Style: use of metaphors, similes, parallelism and other rhetorical devices

**Left margin annotations**

* Your reactions to the text
* Questions you may have or items that cause confusion
* Anything that surprises you
* Issues you have disagree with
* Elaborate on any ideas you find compelling

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**Writing a Descriptive Outline**

1. Identify where the introduction ends and where the conclusion begins.
2. Locate the author’s claim.
3. Determine the topic of each of the body paragraphs and chunk them with like paragraphs.
4. Once you’ve determined the organization of the text, do a summary (Say) for each chunk.
	1. You only really have to write a sentence or two explaining the main idea of the chunk.
5. Then, write a sentence or two explaining the chunk’s rhetorical purpose (Do).
	1. What does that section do for the reader’s understanding of the text as a whole?
		1. For example, an introduction’s purpose is to hook the reader, give them an idea of what the text will be about, and maybe even make a claim (but not always.)