

Marking A Textbook

Why do we mark a textbook?

1. To find and select the author's key ideas and supporting ideas.
2. To force us to scrutinize the text material, to follow the author's discussion or argument
3. To keep us mentally alert, thereby improving learning
4. To record key ideas for review purposes, making them readily available when discussing the text in class, when writing papers or when studying for exams.
5. To underline, circle, or box words for further study
6. To make marginal notes to record our own reflections of the reading or to note important words or concepts.

Before marking a textbook, use the SQ3R method (survey, questions, read, write, review):

1. Because key words and ideas are easier to select after a thorough reading of the material, while reviewing it.
2. Because when first reading the material, we may underline unimportant ideas or too much of the text, making the underlining useless and the book a mess.

How do we mark a textbook?

1. Use methods to differentiate between main ideas and supporting ideas.
 - a. Put a double or wavy line under main ideas, a single or straight line under supporting ideas, or use different colored pens/pencils.
 - b. Use an asterisk or other symbol for special ideas, such as the thesis sentence or the culminating ideas of an argument.
2. Use vertical brackets at the margin for three or more lines of material
3. Write numbers above words or in the margin to show a series of ideas, arguments, steps, or facts. Sometimes the author supplies the transition words enumerating a series – circle or box these.
4. Circle or box important terms or concepts, especially those needing further study.
5. Keep marginal notes concise and clear.
 - a. Use brief notes to summarize an argument
 - b. Use notes to record questions or disagreements about the text or list terms to look up
 - c. Use notes to list cross references
 - d. Use abbreviations or private symbols in marginal notes to keep them brief.
 - e. Use notes to record previous knowledge associated with reading or lecture.