



Marking A Textbook

Sponsored by The Center for Teaching and Learning at UIS



General Tips

- ♣ Read first—then mark
- ♣ Do not over mark—select carefully
- ♣ Write margin notes in your own words
- ♣ Work quickly—a) read, b) mark, and c) move on to the next section
- ♣ Mark neatly—you must be able to read it weeks later
- ♣ Have a system for marking

Suggestions for Marking

- ♣ Double underline main ideas
- ♣ Single underline support ideas
- ♣ Bracket 3 or more lines
- ♣ Circle key words or terms
 - Define unknown words in margins
- ♣ Use exclamation mark (!) Or asterisk (*) for very important ideas
- ♣ Use question mark (?) where you do not understand
 - Make sure to find clarification for ideas you do not understand
- ♣ Place numbers above or beside sentences that show steps or outline of material
- ♣ Record new insights in margins and possible paper/exam questions
- ♣ Note cross references or other resources on the material you are reading
- ♣ Write summary clues in margins
- ♣ Write “disagree” if you have a difference with the author and why
- ♣ Ask questions in the margin for class discussion or further exploration