

SUGGESTIONS FOR MARKING TEXTBOOKS

The following suggestions are for marking up texts that you own. If you have borrowed a book from a friend or from the library, try using Post-its to note important areas. These can be easily removed, and you will save yourself possible library fines or annoyed friends!

<u>EXPLANATION AND DESCRIPTION</u>	<u>SYMBOLS, MARKINGS, AND NOTATIONS</u>
1. Double lines under words or phrases signify the main ideas.	<u>Radiation can produce mutation...</u>
2. Single lines under words or phrases signify supporting material.	<u>comes from cosmic rays...</u>
3. Small circled numbers above the initial word of an underlined group of words indicate a series of arguments, facts, ideas, either main or supporting.	① <u>rocks rise...</u> ② <u>some sink...</u> ③ <u>the sea dashes...</u> ④ <u>strong winds...</u>
4. Rather than underlining a group of three or more important lines, you may use a vertical bracket in the outer margin.	<div style="border-left: 1px solid black; border-right: 1px solid black; border-bottom: 1px solid black; padding: 5px;"> had known... who gave... the time... of time... </div>
5. One asterisk in the margin indicates ideas of special importance; two, ideas of unusual importance; and three, ideas of outstanding importance reserved for principles and high-level generalizations.	* When a <u>nuclear blast</u> is... ** People quite close to the... *** The main <u>cause of mutation</u> ...
6. Circle key words and terms.	The <u>(genes)</u> are the...

7. Box in the words of enumeration and transition. Fourth the lack of supplies...
furthermore, the shortage...
8. A question mark in the margin opposite lines you do not understand is an excellent reminder to ask the instructor for clarification. The latest...
cold period...
about 1,000,000...
Even today...
??
9. If you disagree with a statement, indicate that in the margin. Life became...
on land only...
million years...
disagree
10. Use the top and bottom margins of a page to record any ideas of your own that are prompted by what you have read. *Why not use carbon dating ?*

Check on reference of fossils found in Tennessee stone quarry.
11. On sheets of paper that are smaller than the pages of the book, write longer thoughts or summaries, then insert them between the pages. Fossils

Plants = 500,000,000 years old
Insects = 250,000,000 " "
Bees = 100,000,000 " "
True fish = 350,000,000 " "
Amphibians = 300,000,000 " "
Reptiles = 300,000,000 " "
Birds = 150,000,000 " "
12. Even though you have underlined the important ideas and supporting materials, still jot brief summaries in the side margins. *Animals adapt to climatic conditions.*