

May 2017

Dear Parent/Guardian:

The Conant High School English Department would like to welcome your son/daughter to the E108 Accelerated English Level for the 2017-2018 school year.

Our summer reading requirement for the incoming E108 level is Dale Carnegie's *How to Win Friends and Influence People*. This book needs to be read before the first day of school. Since we will be discussing this book in class as our first unit, each student will need his/her own book in class to start the school year.

While reading, students should focus on the author's purpose, his main ideas, and modern day connections. In order to prepare for classroom discussion of the book, we **recommend** that the students **annotate, or take notes**, as they read. Information on annotation can be found on the back of this letter.

Students who cannot write directly in their books are encouraged to use Post-It notes to complete their annotations.

We feel that active reading activities help students to both comprehend and react to important ideas in the books, and prepare them for a year of discussion and analysis.

Enclosed is our summer reading brochure. **While students are encouraged to read as many books on the list as they would like, the only book that is required is *How to Win Friends and Influence People*.**

We look forward to a productive school year, and if you have any questions, feel free to contact the English Department Office at 847-755-3716.

Sincerely,

E108 English Teachers  
Conant High School

## I. Why annotate?

- Writing in the book engages you in conversation with the author.
- It helps you to become a part of the book.
- It helps you to remember what the author is saying.
- It enables you to process-to think about what the author is saying.
- It makes your thinking visible.
- It provides evidence to support analysis.
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## II. What to annotate?

- Comment on something that intrigues, impresses, amuses, shocks, puzzles, disturbs, repulses, aggravates, etc.
- Comment on lines or quotations you think are especially significant, powerful, or meaningful.
- Express agreement or disagreement.
- Connect ideas to each other or to other texts.
- Note if you experience an epiphany.
- Note anything you would like to discuss or do not understand.
- Note setting/historical period.
- Note tone.

## III Basic annotation marks

- Brackets: helpful in summarizing long paragraphs
- Boxes: indicate vocabulary that you do not understand
- Yellow highlighting : important elements marked with written notes in margin
- Question marks: questions you might have or questions that might generate a good class discussion
- Equals mark: make a connection

### Additional thoughts:

Do **not** underline whole paragraphs or pages. This diffuses the significance of your markings.

At the end of each chapter state the purpose of the chapter. What point did the author want to get across? How do you know this? Give a short, three-line summary or bulleted list of points.