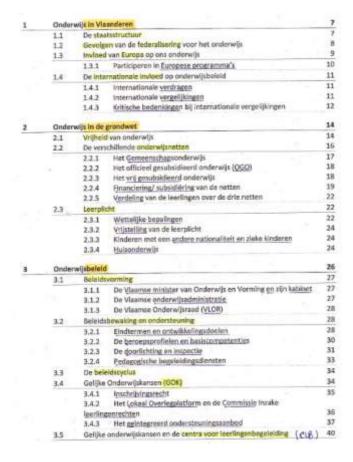# LEARN TO MARK

How to mark in **three steps**:

1. Take your **TABEL OF CONTENTS** and add structure by marking.

   When you highlight the **important words** in the title, you already clarify the essence.

   Use different colors or marks for different levels. **Don't color all the title levels**. When you color everything, nothing catches your eye. At least, make sure the last level remains uncolored.

   Use the **same color** for the **same level** in each course.

Voorbeeld inhoudstafel (Onderwijs en maatschappij, 2016)

2. Open up your course, mark **TITLES AND SUBTITLES** so the **structure** of the course is reflected. Proceed in the same way as you did with your table of contents. Mark only the essence and use the same colors as in your table of contents.

3. Underline or mark **KEYWORDS** or short key sentences in your text.
   Beware: don't underline or mark **too fast,** use **moderation** and limit yourself to those **words or sentences** that are **important**. Your course shouldn't turn into a coloring book. Students who color half of their course think that they have worked hard, but that's not the case. Read a part of your text first, to know what it is about, and only mark during your second read.