
Focus Sheet

Ten Percent Summary

After you have read and marked up the article, this focus sheet may help you get started.

Step One: Create a topic sentence with “T” S A T

In _____
TITLE of the article in quotes, capitalize all “big” words, over five letters long, and all nouns and verbs.

from _____,
SOURCE from name of magazine, newspaper (Don’t forget to underline if handwritten, italicize if typed.)

AUTHOR or authors (In general, you can use just the last names of authors.)

Verb, for example: *
describe(s)
argue(s)
explain(s)
propose(s)
discuss(es)
interview(s)

TOPIC (A few words that describe, in general terms without details, what the article is about.)

Step Two: In your own words, briefly list the two to four central ideas in the order they appear in the article.

Central Idea One _____

Central Idea Two _____

Central Idea Three _____

Central Idea Four _____

*Other verbs that may describe the purpose of the article include report, assert, claim, insist, recommend, demand.

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Key Vocabulary necessary to understand the article

Vocabulary Word	Your Definition	Class Definition