

Name: _____

Date _____

Ten Percent Summary Focus Sheet

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

STEP 1: In your own words, briefly list the two (2) to four (4) central ideas in the order they appear in the article. Then write a complete sentence describing each central idea. Remember, central ideas should not include your personal opinions about the article or the topic.

Central Idea Sentence One: _____

Central Idea Sentence Two: _____

Central Idea Sentence Three: _____

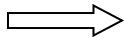
Central Idea Sentence Four: _____

STEP 2: Create a topic sentence with S “T” A r t.

In _____
Source: magazine, newspaper (If your paper is handwritten, underline the source. If typed, *italicize*.)

article _____, ’

Title of the article in quotes; capitalize all “big” words, over five letters long, and all nouns and verbs



Author: In general, you can use just the last name of the author(s). If there is more than one, list all authors. If no author is named, write “the author(s)”.

right verb, for example: argue(s), explain(s), propose(s), discuss(es), any verb describing the purpose of the reading.
Avoid: says, tells, or writes.

topic: In a few words, describe what the article is about. If possible, do not include exact words from the title in the description of the topic.