

Name: \_\_\_\_\_

Date \_\_\_\_\_

# Ten Percent Summary 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 One: \_\_\_\_\_

Sentence: \_\_\_\_\_  
\_\_\_\_\_

Central Idea Two: \_\_\_\_\_

Sentence: \_\_\_\_\_  
\_\_\_\_\_

Central Idea Three: \_\_\_\_\_

Sentence: \_\_\_\_\_  
\_\_\_\_\_

Central Idea Four: \_\_\_\_\_

Sentence: \_\_\_\_\_  
\_\_\_\_\_

## 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.