

NAME: _____ CLASS PD. _____ DATE: _____

**Choosing a Topic with the Highest Degree of Focus
Note-Taker**

Three methods to make sure your topic has a high degree of focus:

1. _____
2. _____
3. _____

Creating a Chart:

Step 1: _____

Step 2: _____

Step 3: _____

Mind-Mapping:

Free-Writing:

The 4 S's

SINGLE	SIGNIFICANT
SPECIFIC	SUPPORTABLE