

Name _____

Date _____

Focus on Topic

When writers choose **a topic that is clear and specific**, their writing becomes more focused and meaningful. A broad subject often makes it difficult to organize ideas, while a narrower subject allows the writer to explain points in detail. Good writers also consider their purpose for writing—whether to inform, persuade, or entertain—and make sure that every idea supports that purpose. If a writer loses focus, the reader may be confused or miss the main point.

👉 **Remember:** A well-chosen, specific topic helps you stay focused, communicate clearly, and connect with your readers.

A. Imagine you have been asked to write an editorial for your school newspaper. Start with a broad issue and then narrow it down step by step using the triangle below. The goal is to arrive at a topic that is specific enough to write about clearly and effectively.

Topic

1. Life at school

2. _____

3. _____

4. _____

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Focus on Topic

B. Now, decide on your audience and purpose. Then list supporting ideas that will help you achieve your goal in writing.

Audience: _____

Purpose: _____

Ideas: _____

C. Use the checklist to evaluate your idea.

Is my topic clear and specific?	✓	×
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Does my topic match my purpose (inform, persuade, entertain)?	✓	×
---	---	---

Will my audience understand and care about my idea?	✓	×
---	---	---

Do all my ideas directly support my main point?	✓	×
---	---	---

Did I avoid adding off-topic or unnecessary details?	✓	×
--	---	---

Is my writing organized so the reader can follow easily?	✓	×
--	---	---

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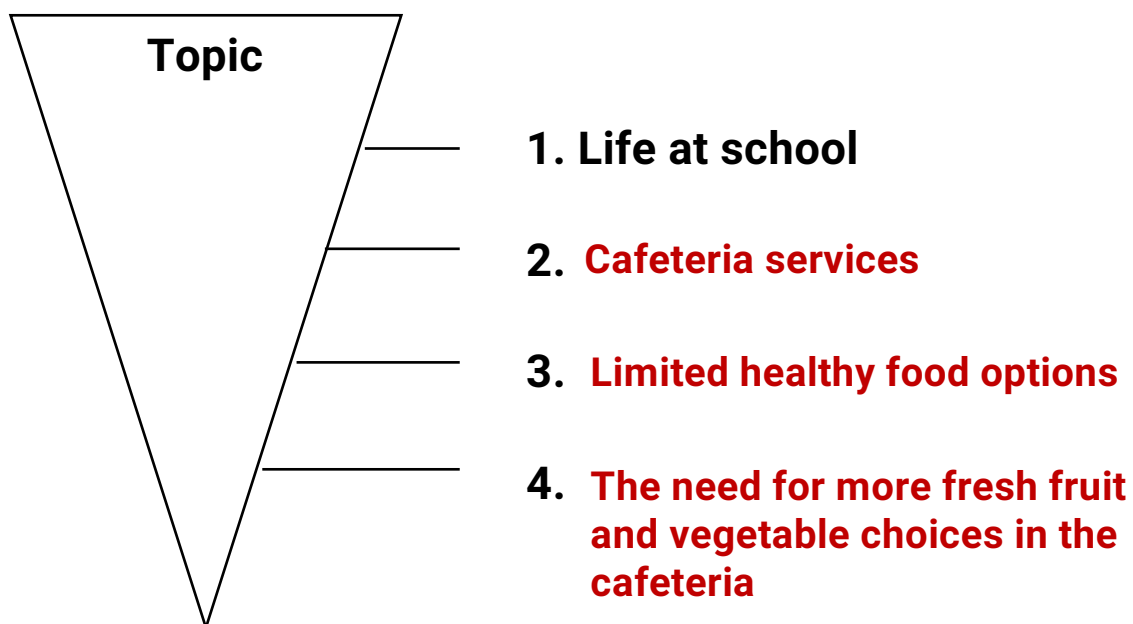
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Focus on Topic – Answer Key

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Focus on Topic – Answer Key

B. Now, decide on your audience and purpose. Then list supporting ideas that will help you achieve your goal in writing.

Audience: **Students, teachers, and cafeteria staff**

Purpose: **To persuade the school to provide more healthy food choices**

Ideas:

1. Healthy food improves student energy and concentration in class.

2. Fresh options can reduce waste, since students often skip unhealthy meals.

3. Providing better meals shows that the school cares about student well-being.

4. Other schools have successfully added healthier menus, and we can do the same.

C. Use the checklist to evaluate your idea.

Is my topic clear and specific?	✓	×
Does my topic match my purpose (inform, persuade, entertain)?	✓	×
Will my audience understand and care about my idea?	✓	×
Do all my ideas directly support my main point?	✓	×
Did I avoid adding off-topic or unnecessary details?	✓	×
Is my writing organized so the reader can follow easily?	✓	×