

PARAGRAPHS

A paragraph is a group of sentences about **ONE** main idea. It can be as short or as long as you like, as long as you are sure that the topic or idea you want to write about has been fully developed in that paragraph. Once you feel happy that you have nothing further to say on that particular subject, you simply move on to a new paragraph.

A well-structured paragraph can, first, help us to become more critical readers, able to identify key points and recognise examples. Second, we can become more confident and effective writers. You should think carefully and organise your ideas for your paragraph before you start writing.

Linking paragraphs = can be linked by **numbers** if you have two or three points to make.

In the first place.....
 In the second place.....
 In the third place.....

Firstly-----secondly-
 -----thirdly

Paragraphs can be linked by **phrases**:

In spite of this...,
 Although this is true...,
 On the contrary...,
 On the other hand...,
 Another way...,
 Not only ..,
 But also...,
 To sum up..,
 You might think that..

Paragraph **lengths** = there is no standard length for a paragraph. It should just not be so long that you lose track of the idea. If you are not sure, divide a longer paragraph into two shorter ones, but don't overuse this.

Topic = generally introduced by a key sentence known as the topic sentence. It summarises the central idea of your paragraph and indicates what the paragraph will be about.

Topic sentence - the first sentence that tells the reader what the paragraph is about.

Supporting sentences - these sentences add details to the topic sentence and relate well to it.

Ending sentence - this concludes or closes the idea. Here you can repeat the topic sentence in a different way; express how you feel about the topic; or, express what you think about the topic.

Body of the paragraph = there are various ways in which the body of the paragraph might develop the main idea which is expressed in the topic sentence. Some of these are by:

giving **examples**.
 making an **analogy** - an extended comparison.
 using an **anecdote**.
 stating **reasons**/suggesting possible **consequences**.
 quoting **statistics**.

Say what you are going to say, say it, say it again!