

# WRITING PARAGRAPHS

Not as worrying as  
you think!



# What is a Paragraph ?

Is a group of related sentences that discusses one (**usually only one**) main idea.



A paragraph can be one sentence but it is usually a group of sentences about the same topic.

## **The topic sentence**

The topic of a paragraph is often introduced by a key sentence. This is usually called the 'topic sentence' and generally contains the main idea of the paragraph.



# Supporting sentences



Provide more details  
and general information  
about the topic  
sentence.

# Concluding or Ending sentence

This closes the paragraph.  
An ending sentence may repeat the topic in a different way, or express what we think or how we feel about the topic.



The most important sentence in your paragraph is **the topic sentence**, which clearly states the subject of the whole paragraph. The topic sentence is usually the first sentence of the paragraph because it gives an overview of the sentences to follow.

# The Two Parts of a Topic Sentence

A **topic sentence** has **two parts**: a topic and a controlling idea.

The **topic** part names the topic.

The **controlling** idea part tells what the paragraph will say about the topic.



**My friend** + is an honest person.

= **My friend** is an honest person.

**My friend** + is the funniest person I know.

= **My friend** is the funniest person I know.

**My friend** + has a terribly dangerous job.

= **My friend** has a terribly dangerous job.

# Three important things to remember about topic sentence:

**1.** A topic sentence is a complete sentence; at least it should contain one subject and one verb.

\* Communicating with colleagues = **Incomplete**

**2.** It should contain: topic and controlling idea.  
It names the topic and then limits the topic to a specific area to be discussed in the space of a single paragraph.

**3.** The topic sentence is the most general sentence in the paragraph it gives only the topic and the controlling idea it does not give more specific details.

Topic



Controlling idea



Communication with colleagues

requires sensitivity and

understanding

# Effective Topic Sentences

An effective topic sentence:

- informs the reader of the subject that will be discussed in the paragraph
- asserts the writer's point of view or attitude
- intrigues the reader to continue reading
- creates a sense of action
- is not vague, rambling, too narrow or too broad

# The position of the topic sentence

- \* The topic sentence is usually (**but not always**) the first sentence in the paragraph.
- \* It could be at the middle.
- \* It could be at the end (**preceded by examples or facts**) serves as concluding sentence.

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## **What are Supporting Sentences?**

The supporting sentences of a paragraph develop the main idea you presented in the topic sentence. When writing supporting sentences you should be giving examples, reasons, or descriptions to support your topic sentence.

## Supporting sentences should focus on the following:

1. They should provide the main supporting points for the paragraph's main idea (topic sentence)
2. There are usually **2 - 4** supporting sentences in a paragraph.
3. They should be arranged in a logical order.
4. They should **NOT** begin a new topic or introduce a new idea.

# Facts

A fact is a statement that can be proven to be true by the use of evidence. Factual statements are true in all cases and for all people; in other words, facts are universal.

**Some examples include:**

Dogs are mammals.

Mount Everest is the tallest mountain on Earth.

# Opinions

Opinions, unlike facts, are neither true nor false. An opinion can express a belief, attitude, value, judgment, or feeling.

Some examples include:

Dogs are the best mammals in existence.

Albany is the most interesting city in New York.

World War II was a terrible war.

## Examples:

An easy way to make examples from your knowledge or experiences, it makes your writing **lively** and **interesting**

.

Examples should include :

- For example
- For instance
- Such as

# Concluding Sentences

**The concluding sentence** is the last sentence in a paragraph. Its job is to summarize the main idea of the paragraph. If the paragraph is part of an essay, the concluding sentence also transitions to the next paragraph.

Restate the big idea of the topic sentence using different words or a different order.

## The concluding sentence serves **two** purposes:

1. It signals the end of the paragraph.
2. Reminds the reader of the main ideas.

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- A paragraph does not always need a concluding sentences ( long ones)
  - **Never** introduce a new idea in the concluding sentence

## End of paragraph signals:

1. Followed by a comma:

In brief,

In conclusion,

Indeed,

In short,

Finally,

Lastly,

Thus,

To sum up,

## 2. Not followed by a comma:

The evidence suggests that .....

There can be no doubt that.....

These examples show that .....

We can see that .....

## Example:



**Topic sentence**

I enjoy going to college for so many reasons. You get to meet new people and make friends. I find the subject I'm studying quite challenging, but interesting. I really enjoy it!

**Supporting sentences**

**End sentence**

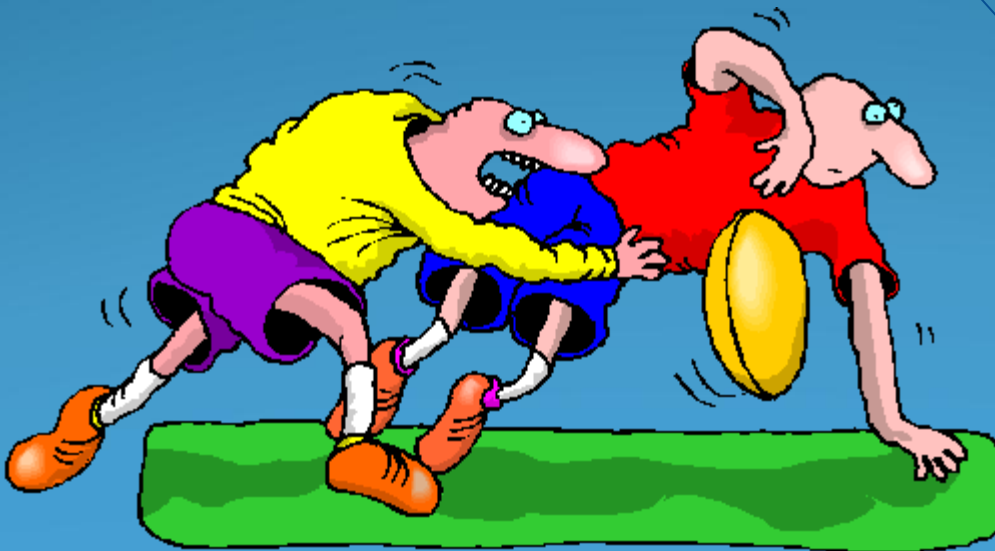
## Example:

The sport of rugby league teaches self-discipline. This is shown by the players being penalised for losing their temper or arguing with the referee. Learning self-control is an excellent thing for any sportsman.

Topic sentence

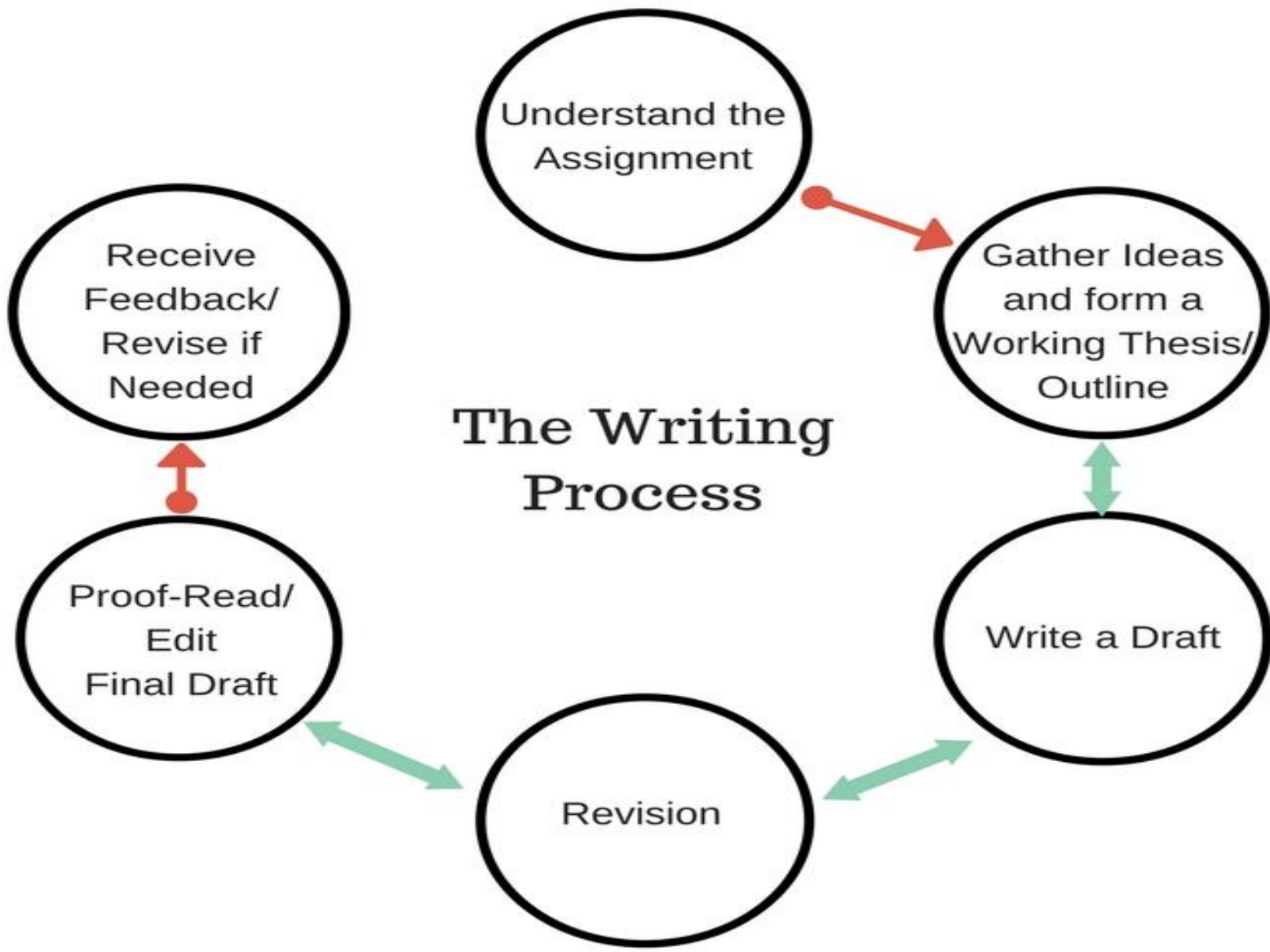
Supporting sentence

Ending sentence





# The Writing Process



# THE WRITING PROCESS

