

PARAGRAPH WRITING

A paragraph writing style involves putting down information in a compact and precise manner within the space of a paragraph. It is neither too long nor too short. It is a complete piece of information and can stand on its own.

Format:

Parts of a paragraph:

- Topic sentence
- Supporting details
- Closing sentence

The topic sentence is the first sentence of the paragraph and holds the main idea of the paragraph. By aptly encapsulating the main idea of the paragraph, the topic sentence indicates to the reader what the paragraph will be about.

The supporting details make up the body of the paragraph. They provide valid points to develop and sustain the main idea of the paragraph. One can include supporting facts, details and examples to strengthen the thrust of the paragraph.

The closing sentence is the last sentence of the paragraph, and very clearly reiterates the main idea of the paragraph. Try using different words in this sentence rather than repeating the main idea from some sentence already used in the paragraph.

Points to remember:

- Read the topic very carefully and think about it properly before starting to write.
- Make a rough draft of all the points and thoughts that occur to you while you are brainstorming about the topic.
- Try to include some facts and/or examples pertaining to the topic in this rough draft.
- Narrow down to the main idea of the paragraph.
- Organize the points that you have written down in the rough draft.
- Begin writing by stating the main idea clearly in the first sentence of the paragraph.
- Do not exceed 300 words.
- Read your paragraph carefully after finishing it and check for errors of grammar, spelling, punctuation, etc, and correct them.

Sample paragraph:

Write a paragraph on the role that newspapers play in our lives.

Even in this age of electronic media, newspapers have continued to be a part of our daily life. This proves their worth. The morning newspaper encompasses a variety of topics besides the news of the previous twenty-four hours. They contain reviews and comments on current affairs, interviews, information about movies being shown in local cinema halls, exhibitions and fairs being held in the city on that day, crossword puzzles, jokes and cartoons, the daily horoscope, advertisements—the list is endless. If some people do not get their favorite paper every morning, they feel restless and unhappy. Newspapers satisfy our thirst for knowledge besides the desire for silent reading. If we do not have the time to read the newspaper in the morning before leaving for work, we can carry it in our bags and read it while travelling to office or even while spending time waiting at the doctor's clinic! Newspapers encourage letters from readers. The public likes writing letters to the editors of newspapers because this gives them the chance to voice their opinion about any issue under the sun. Newspapers serve a social, cultural and national purpose.

Task:

Write a paragraph on the importance of planting trees and taking care of plants in about 300 words.

