

Building a Paragraph

1. Choose one key idea on which you can build a paragraph.
2. Write a good topic sentence which expresses the key idea.
3. Decide which of the following methods will be most helpful in developing your key idea:
 - ◆ Give details.
 - ◆ Give examples.
 - ◆ Give reasons.
 - ◆ Use comparisons and contrasts.
 - ◆ Use definitions or repetition.
 - ◆ Combine two or more examples.
4. List those details, examples, reasons, etc. which you plan to use.
5. Put these ideas into body sentences.
6. Arrange your sentences in the most appropriate order:
 - ◆ Use time order in telling an experience, giving directions or explaining a mechanical process.
 - ◆ Give details in normal order of observation when describing a person or scene.
 - ◆ Begin with a strong point when giving reasons for an opinion, but keep your best point for the ending.
7. Use connective words and phrases to help tie together the sentences and carry the thought from one sentence to another.
 - ◆ To add ideas: *and, moreover, further, furthermore, also, likewise, similarly, too, in like manner, again, in the same way, besides.*
 - ◆ To introduce a statements opposing or limiting in some way the preceding statements: *but, nevertheless, otherwise, on the other hand, conversely, on the contrary, however, yet, still.*
 - ◆ To show time relation: *then, now, somewhat later, presently, thereupon, thereafter, eventually, at the same time, meanwhile.*
 - ◆ To indicate space relation: *to the right, in the distance, straight ahead.*
 - ◆ To indicate order: *next, first, to begin with, finally, in conclusion.*
 - ◆ To indicate illustrations: *for instance, for example.*
 - ◆ To indicate consequence or conclusion: *hence, consequently, thus, so, for this reason, accordingly, therefore, as a result.*
 - ◆ To indicate repetition of the ideas: *briefly, that is to say, in fact, indeed, in other words.*
 - ◆ To compare: *similarly, likewise, in the same way.*

- Check:
- Did you choose a topic and write a pointed topic sentence?
 - Did you decide how best to develop the topic sentence into a paragraph?
 - Did you then write a unified, coherent, lively paragraph?
 - Did you write clear, concise sentences?
 - Did you revise your paragraph thoughtfully and copy it neatly before handing it in?