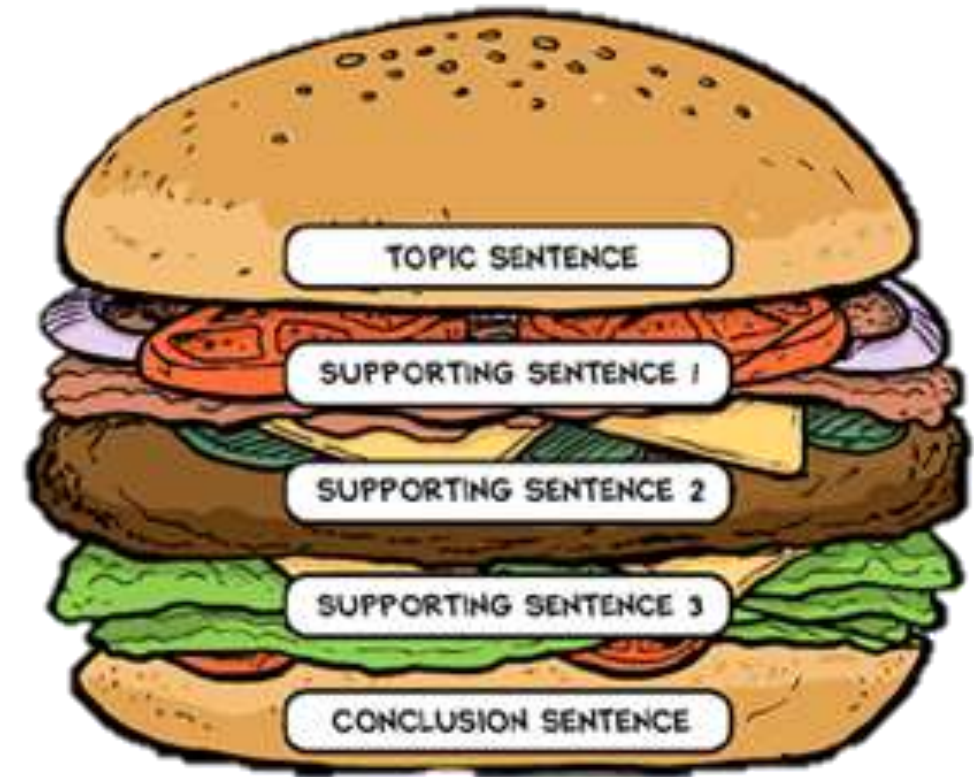


Paragraph & Essay

By: Bishaara Adam

PARAGRAPH

- A paragraph is a group of sentences that fleshes out a single idea and supports the writer's main idea.
- In order for a paragraph to be effective, it must begin with a topic sentence, have sentences that support the main idea of that paragraph, have a concluding sentence and maintain a consistent flow.



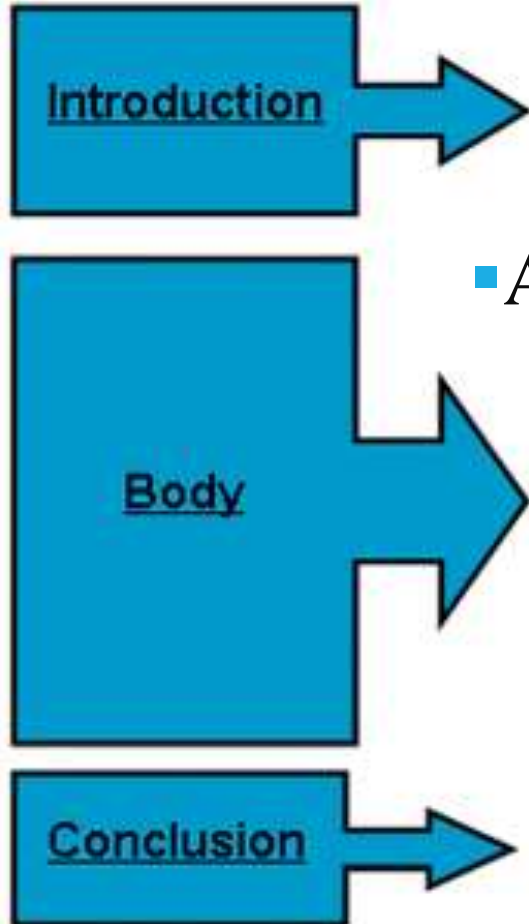
ESSENTIAL ELEMENTS OF A PARAGRAPH

- **Unity** – Unity in a paragraph means that the entire paragraph should focus on one single idea. The supporting details should explain the main idea. The concluding sentence should end the paragraph with the same idea.
- **Coherence** – Coherence means establishing a relationship between the ideas presented in a paragraph. Sentences within a paragraph need to connect to each other and work together as a whole.
- **Completeness** – Completeness means a paragraph is well-developed. If all the sentences clearly and sufficiently support the main idea, then your paragraph is complete. If there are not enough sentences or enough information about the main idea, then the paragraph is incomplete.

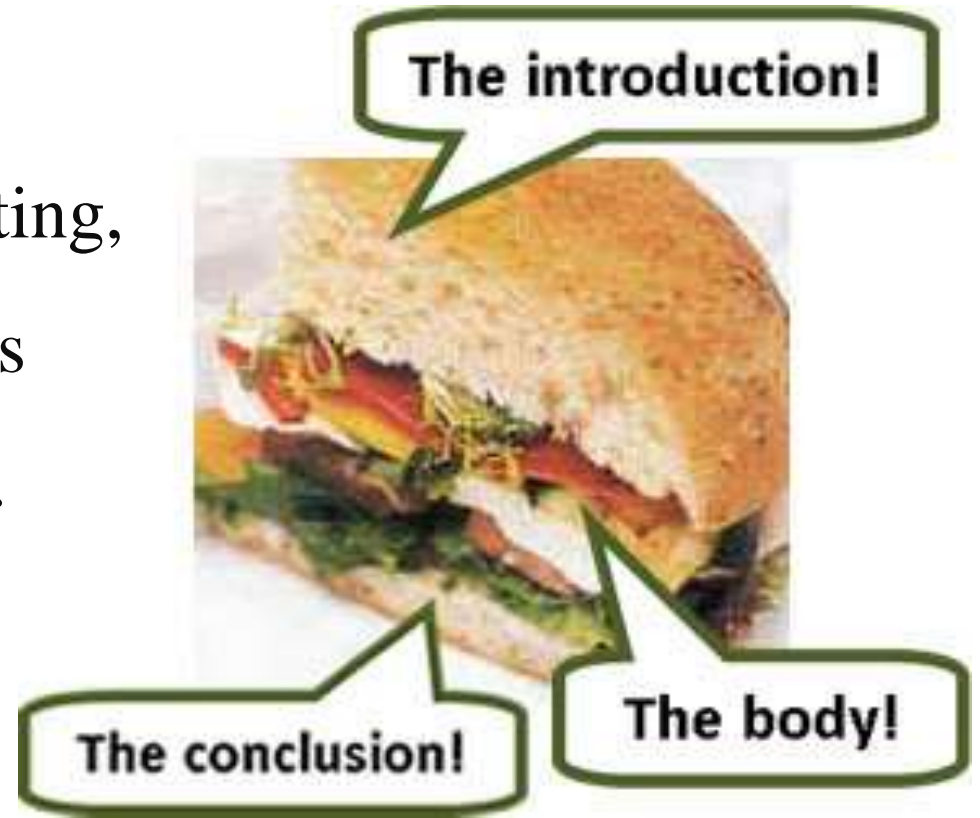
STRUCTURE OF A PARAGRAPH

- **Topic Sentence** – Topic sentence states the main idea of a paragraph.
- **Supporting Sentences** – Supporting sentences are the sentences in the paragraph other than the topic sentence and the concluding sentence. These sentences either expand the main point, define key terms, offer explanations, give examples or give additional details.
- **Concluding Sentence** – Concluding sentence of the paragraph summarizes the main idea by reinforcing the topic sentence. It also links one paragraph to the next.

ESSAY



- An essay is a piece of writing, usually from an author's personal point of view.



FUNCTIONS & STRUCTURES OF AN ESSAY

- **Introduction Paragraph** - The introduction opens the essay. It usually describes or says what you are going to do in your essay.
- **Body Paragraphs** – The Body is the main part of the essay. The body usually consists of 3 paragraphs. Each paragraph should have a topic sentence, supporting sentences and a concluding sentence.
- **Conclusion Paragraph** - The Conclusion is the end of the essay. It often has the same idea as the Introduction, only in different words.

TYPES OF PARAGRAPHS & ESSAYS

- **Descriptive** – It describes something and shows the reader what a thing or a person is like. The words chosen in the description often appeal to the five senses of touch, smell, sight, sound, and taste.
- **Narrative** – It tells a story. There's a sequence of action or there's a clear beginning, middle, and end to the paragraphs.
- **Expository** – It explains something or provides instruction. It could also describe a process and move the reader step by step through a method.
- **Persuasive** – It tries to get the reader to accept a particular point of view or understand the writer's position.

STEPS FOR WRITING PARAGRAPHS & ESSAYS

Step 1: PRE-WRITING

- Write an outline.
- ✓ Select a topic.
- ✓ Collect supporting information about the topic.
- ✓ Write your own ideas.
- ✓ Organize the information in a way that develops your main idea.

Step 1: WHILE-WRITING

- ✓ Write the topic sentence.
- ✓ Write the supporting sentences.
- ✓ Write the concluding sentence.
- ✓ Focus on the main idea of the paragraphs.

Step 1: POST-WRITING

- Edit the paragraphs.
- ✓ Check for spelling & grammar mistakes.
- ✓ Make sure the paragraphs have a topic sentence, supporting sentences and a closing sentence.
- ✓ See if the paragraphs are interesting.

TRANSITION BETWEEN PARAGRAPHS

- Good transitions can connect paragraphs and turn disconnected writing into a unified whole.
- Instead of treating paragraphs as separate ideas, transitions can help readers understand how paragraphs work together, reference one another, and build to a larger point.
- The key to producing good transitions is highlighting connections between corresponding paragraphs.
- By referencing in one paragraph the relevant material from previous paragraphs, writers can develop important points for their readers.

TRANSITIONAL DEVICES

- **To Add:** and, again, and then, equally important, finally, further, furthermore, too, next, lastly, moreover, in addition
- **To Compare:** whereas, on the other hand, however, nevertheless, on the contrary, although, conversely, meanwhile, in contrast
- **To Prove:** because, for, since, for the same reason, obviously, furthermore, moreover, besides, indeed, in fact, in addition, in any case, that is

TRANSITIONAL DEVICES

- **To Show Time:** immediately, soon, after a few hours, finally, then, later, previously, formerly, next, and then
- **To Repeat:** in brief, as I have said, as I have noted, as has been noted
- **To Emphasize:** definitely, extremely, obviously, in fact, indeed, absolutely, positively, naturally, surprisingly, always, forever, eternally, never, unquestionably, without a doubt, certainly, undeniably

TRANSITIONAL DEVICES

- **To Show Sequence:** first, second, third, A, B, C,. next, then, following this, at this time, now, at this point, after, afterward, finally, consequently, previously, before this, thus, therefore, hence, next, and then, soon
- **To Give an Example:** for example, for instance, in this case, in another case, on this occasion, in this situation, take the case of, to demonstrate, to illustrate
- **To Summarize or Conclude:** in brief, on the whole, summing up, to conclude, in conclusion, as I have said, hence, therefore, thus, as a result

TECHNIQUES OF ESSAY WRITING

- Reading and researching
- Note making
- Developing ideas
- Organizing information
- Drafting

