

PARAGRAPH DEVELOPMENT

I. CHARACTERISTICS OF A PARAGRAPH:

- A. A paragraph develops just ONE idea
- B. Every sentence in a paragraph says just one thing about the topic of the paragraph.
- C. The first line of every paragraph is indented.
- D. A paragraph's length will vary. It should only be long enough to make its topic clear to the reader.

II. TOPIC SENTENCE - states in general terms the MAIN IDEA of the paragraph. The remaining sentences explain, discuss, or illustrate the main idea stated in the topic sentence. The topic sentence usually is the first sentence of the paragraph, but it may appear in the middle or the end. A paragraph doesn't always have a topic sentence. Nevertheless, it still must express one central idea.

III. ESSENTIALS OF A GOOD PARAGRAPH:

- A. A good paragraph is *adequately developed*. Thus, you must tell enough about the main idea to make it clear to the reader.
- B. A good paragraph has *unity*. All the sentences in the paragraph focus on the topic.
- C. A good paragraph has *coherence*. The sentences in the paragraph are arranged in a logical order. Also, all the sentences are linked together using appropriate transitions so that the reader can follow the thoughts as they move from one sentence to another.

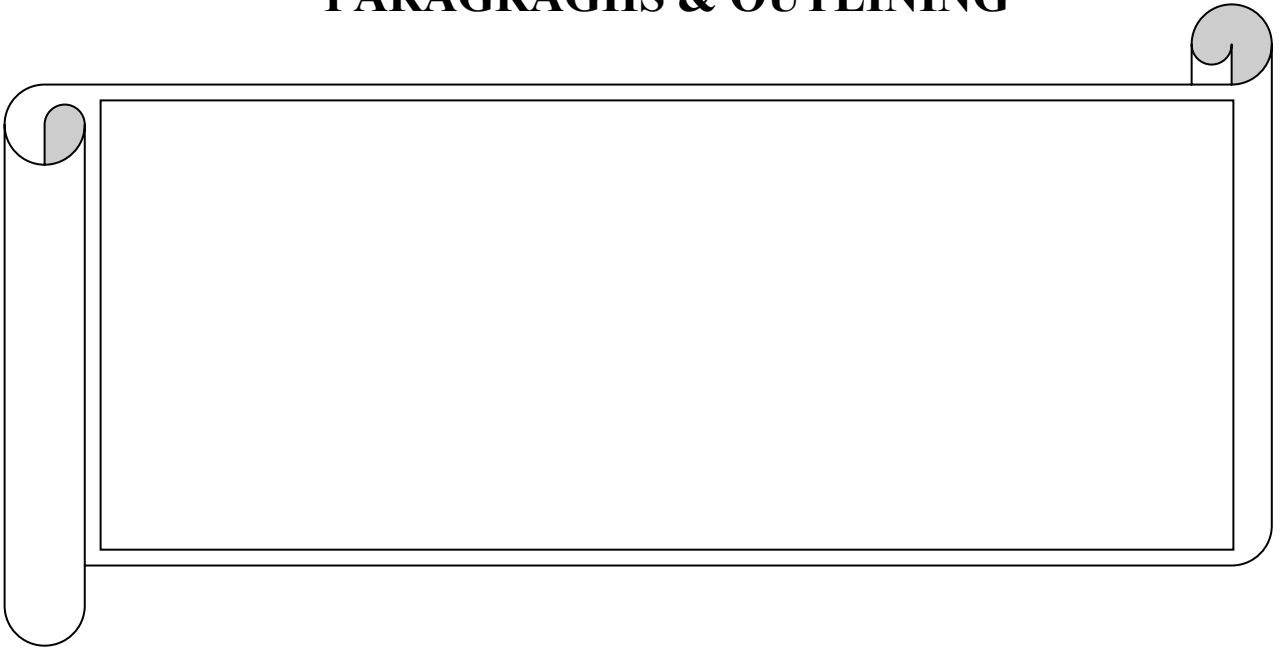
IV. PURPOSE OF AN OUTLINE:

- A. It tells you what to write
- B. It sets out the order in which your thoughts should be written.
- C. It tells you how to paragraph your composition.
- D. It helps you stick to the subject of the composition from the beginning to the end.

TOPIC OUTLINE the ideas are noted in brief phrases or words. No punctuation is needed in a topic outline.

- I. The family today
 - A. Size & composition of typical family
 - B. Mobility
 - C. Husband / Wife relationship
 - D. Children
 - 1. Position of children in family structure
 - 2. Responsibility for raising children
 - 3. Adult children - position & responsibilities
 - E. Position & duties of elderly relatives
- II. Changes in patterns of family life
 - A. Causes
 - B. Effects

PARAGRAPHS & OUTLINING



What is the topic sentence? _____

The Weather in Boston

- I. _____ ← main idea
- A. _____ ← *subtopic #1*
 - 1. _____
 - 2. _____ } ← *details*
- B. _____ ← *subtopic #2*
 - 1. _____
 - 2. _____ } ← *details*
- C. _____ ← *subtopic #3*
 - 1. _____
 - 2. _____
 - 3. _____ } ← *details*
- D. _____ ← *subtopic #4*

What Am I?

I usually go to work by subway and get to work by 8:00 a.m. Before I start my job, I put on my uniform and look at myself in the mirror to make sure that I look neat. At 8:30 in the morning, I go on duty. I usually eat lunch from 12:00 to 1:00 and generally take a fifteen-minute break in the morning and in the afternoon. At 4:30 in the afternoon, I go off duty.

I enjoy my job very much because I meet all kinds of people. Many people ask me questions, and I give them the necessary information. I try to be very helpful, and I always call out floors very clearly. I never stay in one place long. On the contrary, I am constantly on the move. A few men still take off their hats in my car. Sometimes I tell passengers to put out their cigarettes. Some people smile at me, and others ignore me. My life is a series of "ups and downs." What am I?

There isn't a topic sentence for each of the two paragraphs. However, each paragraph still expresses only one central idea. What are these two central ideas?

1. _____
2. _____

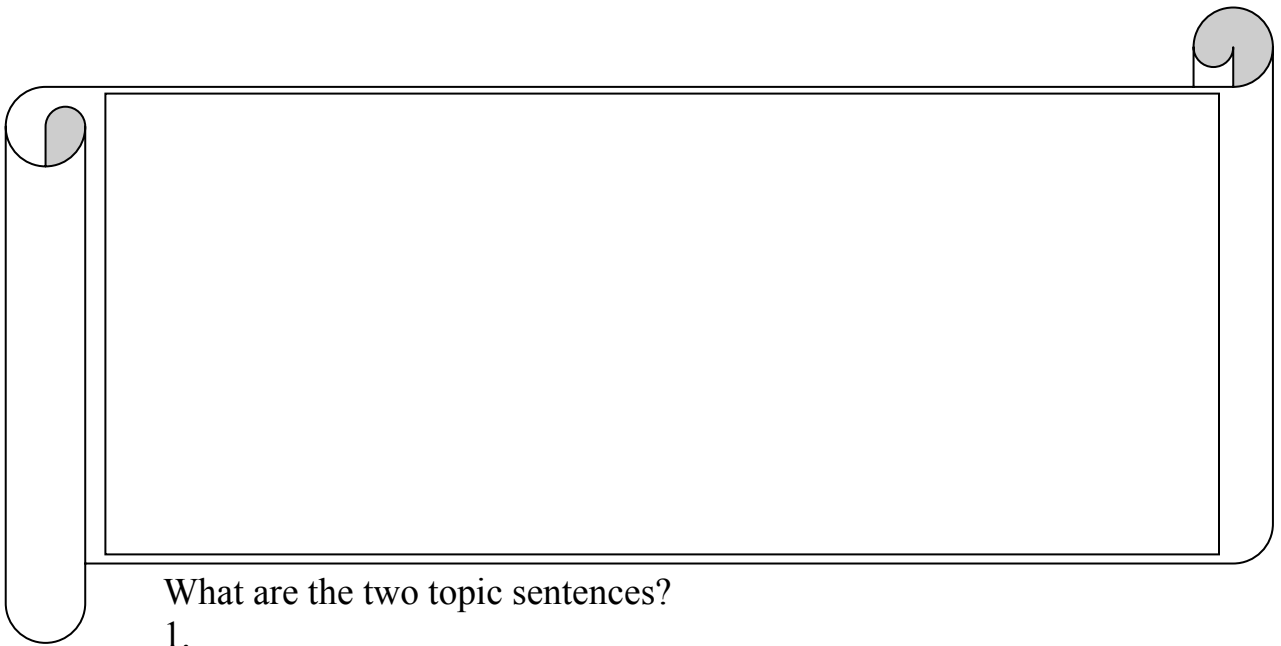
What Am I?

I. _____ ← CENTRAL IDEA #1

- A. _____
B. _____
C. _____ } ← *subtopics*

II. _____ ← CENTRAL IDEA #2

- A. _____
B. _____
C. _____
D. _____
E. _____ } ← *subtopics*



What are the two topic sentences?

1. _____
2. _____

I. _____ ← **(paragraph 1 - main idea)**

A. _____ ← *subtopic #1*

1. _____
 2. _____
- } ←
- details*

B. _____ ← *subtopic #2*

1. _____
 2. _____
- } ←
- details*

C. _____ ← *subtopic #3*

1. _____
 2. _____
 3. _____
- } ←
- details*

D. _____ ← *subtopic #4*

1. _____
 2. _____
- } ←
- details*

II. _____ ← **(paragraph #2 - main idea)**

A. _____ ← *subtopic #1*

1. _____
 2. _____
- } ←
- details*

B. _____ ← *subtopic #2*

C. _____ ← *subtopic #3*