

# PARAGRAPH ORGANIZATION

A paragraph expresses only ONE central idea & is organized into three parts:

- topic sentence
- supporting sentence
- concluding sentence

## I. TOPIC SENTENCE -

### A. DEFINITION

1. most important part of sentence
2. states in general terms the MAIN IDEA of the paragraph
3. usually the first sentence of the paragraph
4. Nevertheless, it still must express one central idea.

### B. COMPOSITION - two parts

1. TOPIC - it names the topic / tells what the paragraph is about
2. CONTROLLING IDEA
  - narrows down the general topic into a more specific subtopic
  - limits what the paragraph will say about the topic

An ideal roommate has three qualities.

topic

controlling idea

River rafting is a challenging sport with important requirements.

topic

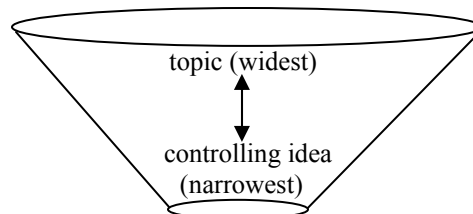
controlling idea

Camping requires a variety of special equipment.

topic

controlling idea

- ### C. NARROWING CONTROLLING IDEAS FROM GENERAL TO SPECIFIC -
- It is useful to imagine a topic sentence as a *funnel* where the **topic**, or the most general idea, lies at the *widest part*; whereas, the **controlling idea**, or the most specific idea, lies at the *narrowest part* of the funnel.



## II. SUPPORTING SENTENCES - CHARACTERISTICS

- they develop the topic sentence by explaining, discussing, or illustrating the main idea stated in the topic sentence
- they MUST be *relevant* to the main idea (they only talk about the main idea NOTHING ELSE)

\*\*NOTE: Sometimes it is useful to reword your topic sentence into a *wh- question*, so that by answering the question, you are providing support for the topic sentence

- River rafting is a challenging sport with important requirements.  
*What important requirements are necessary for river rafting?*
- Traditional family relationships have changed greatly in the last 30 years.  
*How have traditional family relationships changed in the last 30 years?*
- Tokyo is the most expensive city in the world.  
*In what way is Tokyo the most expensive city in the world?*

## III. CONCLUSION

### A. DEFINITIONS

- completes the development of the main idea
- makes a final statement about the topic
- signals to the reader that the paragraph is finished
- reminds the reader of the topic sentence, so it can be written like the topic sentence but in different words

### B. TRANSITIONS - Begin your concluding sentence with a transition that signals that the paragraph is finished.

<i>All in all, ...</i>	<i>In brief, ...</i>	<i>In other words, ...</i>	<i>Therefore, ...</i>
<i>In any event, ...</i>	<i>Indeed, ...</i>	<i>In short, ...</i>	

### C. EXAMPLES

TS - River rafting is a challenging sport with important requirements.

CS - *In short, if you are fearless and in good physical condition and can react quickly, river rafting is the ideal outdoor sport for you.*

# PARAGRAPH OUTLINING

## Improving My Apartment

There are three ways I would improve the appearance of my apartment. First, I would insulate the walls because now the walls are so thin that I hear all the noises from the other apartments, even when the neighbors take a shower. For this reason, I don't feel I have any privacy; I have to be careful even when I walk on the floors so I don't disturb the neighbors. Secondly, I would paint the inside of my apartment another color. Now it is a dark green, and the color makes the apartment very dark and gloomy. I become depressed by this color and would prefer something lighter. Finally, I would change the rugs in

## Improving My Apartment

- I. \_\_\_\_\_ ⇐ *Topic sentence / main idea*  
\_\_\_\_\_
- A. \_\_\_\_\_ ⇐ *Main Point #1*
1. \_\_\_\_\_ } ⇐ *Supporting Details*  
2. \_\_\_\_\_ }
- B. \_\_\_\_\_ ⇐ *Main Point #2*
1. \_\_\_\_\_ } ⇐ *Supporting Details*  
2. \_\_\_\_\_ }
- C. \_\_\_\_\_ ⇐ *Main Point #3*
1. \_\_\_\_\_ } ⇐ *Supporting Details*  
2. \_\_\_\_\_ }
- II. \_\_\_\_\_ ⇐ *conclusion*  
\_\_\_\_\_