



Paragraph Writing



Elements and Methods

Paragraph Development

- ▶ A group of sentences or a single sentence that forms a unit to express a single idea is called a paragraph.
- ▶ A paragraph consists of several related sentences and deals with one controlling idea.
- ▶ The main function of a paragraph is to develop, support, exemplify or explain the controlling idea or topic.



An Effective Paragraph

- ▶ **Presents a single idea**
 - ▶ Begins with a topic sentence that makes this single idea evident
 - ▶ Contains support in the form of sentences that convey this single idea
 - ▶ Three parts - Topic, Support, Conclusion
- ▶ **Is strategically organized to maintain flow**
 - ▶ Maintains the essay's objective
 - ▶ Informs the reader about the paper's overall idea



Techniques / Components / Elements

- ▶ The central components of a paragraph are –
 - ▶ Topic Sentence
 - ▶ Unity
 - ▶ Coherence
 - ▶ Emphasis
 - ▶ Adequate Development



Topic Sentence

- ▶ A topic sentence is a sentence that expresses the main idea of a paragraph which will be developed in the paragraph.
- ▶ It is also known as the key sentence or the theme sentence.
- ▶ It may be written in the form of a simple, complex or compound sentence, depending on the need and scope of the paragraph.
- ▶ A topic sentence is mostly placed at the beginning (deductive) or end (inductive) of a paragraph and in rare instances can be found in the middle(creative writing) of the paragraph



Topic Sentence - Beginning

Example 1



Topic Sentence: it states the main idea of the paragraph.

The most important problem in our city is its poor public transportation system. Thousands of residents rely on the city's buses and taxis to travel throughout this large city, while the Metro Transportation System's daily schedules are totally unreliable. A bus or taxi that should arrive at 7:45 may not arrive until 8:00 or later. Moreover, it is not unusual for a bus driver to pass up groups of people waiting for the bus because he wants to make up for lost time. Unfortunately, people often end up going to work late or missing important appointments. **In order for people to get to their destinations on time, people must allow for waiting time at the bus and taxis stops.**

Concluding Sentence

Supporting Sentences


Topic Sentence - Ending

Example: “Canada: the place to live”

Canada is one of the best countries in the world. First, Canada has an excellent health care system. All Canadians have access to medical services at a reasonable price. Second, Canada has a high standard of education. Students are taught by well-trained teachers and are encouraged to continue studying at university. Finally, Canada's cities are clean and efficiently managed, and they have many parks and lots of space for people to live. As a result, Canada is a desirable place to live.



Topic Sentence - Centre



However, topic sentences are not always the first sentence in a paragraph. Sometimes, a topic sentence may be in the middle. Here is an example of **main idea in the middle**:

Unlike people in the United States, who believe that different individuals have different abilities, the Japanese believe that all students have much the same innate ability and that differences in academic performance must be due to differences in effort. **Therefore, the key to superior performance is hard work, which begins at an early age.** Before most Japanese children even enroll in school, their parents—usually their mothers—have taught them numbers, the alphabet, and some art skills. By age four, more than 90% of Japanese children are attending preschool in order to receive a head start on their education. The typical Japanese student spends six to seven hours a day in school, five full days a week and a half-day on Sunday. (Curry et al, *Sociology for the Twenty-First Century*, qtd in McWhorter 144)



Unity

- ▶ Unity means that the components deal with one main idea or thought.
- ▶ The ideas contained within a paragraph 'hang together' in a way that is easy for the reader to understand.
- ▶ A paragraph is a logical division of the central theme of a longer piece of writing.
- ▶ Each sentence in the paragraph is directly related to the central idea or theme and contributes to its development.
- ▶ Only one main thought should be expressed in a paragraph to maintain unity.



NO Unity

Example of paragraph lacking unity:

"Zombies are becoming an important part of popular culture, perhaps as a way of coping with some of the common fears in modern North American culture. Films like Shaun of the Dead and Fido blend comedy with aspects of horror and romance, but still focus on zombies. Simon Pegg has gone on to do other films and is a popular and talented comedic actor. Hollywood is taking advantage of resurgence of interest by remaking several old horror films as well. Television shows like "The Walking Dead" are popular with a wide demographic. Cable channels like AMC and HBO are making more and more quality television programs that deal with difficult and controversial topics in a way that is both entertaining and enlightening."

(source:

<http://cstudies.ubc.ca/writers-workshop/writers-toolbox/paragraph-unity-and-coherence.html>

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Coherence

- ▶ Coherence is consistency of speech, thoughts, ideas and reasoning which makes the expression clear and easy to understand.
- ▶ It refers to clear and logical linking of ideas in a paragraph.
- ▶ In cohesive paragraphs, ideas are linked and one idea logically leads to the next.
- ▶ Coherence is closely related to unity as when more than one idea is incorporated in a paragraph, coherence goes missing.



Mechanical Devices for Coherence – 4 Tools

- ▶ Uses of pronouns –Pronouns connect ideas as they refer the reader to something earlier in the text.
- ▶ Use of transitional tags/linkers – They help in transition of ideas. Transitional tags can vary from simple conjunctions like but, and, yet, etc. to complex conjunctive adverbs like however, moreover, etc.
- ▶ Repetition of key words and phrases – Repetition of certain words also give coherence to a paragraph. While using repetition the writer must be very careful because too much repetition may lead to monotony and redundancy.
- ▶ Use of parallel grammatical structure–Parallelism means same grammatical form. To attain coherence, same grammatical form and style should be maintained in all the sentences as well as the paragraph.



Example of Coherence

Coherence in Paragraphs



Poor coherence

The industry has many advantages. It can draw on a great deal of research. It can also export products to key trading partners. It has significant growth potential in the medium to long term. Workers within this industry need training. It is important to keep staff up-to-date with software used in this industry.

Strong coherence

*The industry has many advantages. It can draw on a great deal of research, **particularly in terms of** strategies used for entering new markets. **While** there is significant growth potential in the medium to long term, **it is clear that** workers within this sector need training. **Therefore,** it is important to keep staff up-to-date with software used in this **industry**.*



Emphasis

- ▶ Emphasis is the principle of the paragraph composition in which the important ideas are made to stand.
- ▶ Sentence emphasis refers to idiomatic stress in writing.
- ▶ It is important to know how to place important words in emphatic positions in order to make it effective.



Tools for Emphasis – 4 Tools

- ▶ Emphasis by position - It means that the writer should give special attention to the beginning as well as the ending of a paragraph and place the points to be emphasized in these two positions.
- ▶ Space and emphasis – It means to give more space to the idea to be emphasized.
- ▶ Sentence structure and Emphasis – Important points should be paced in short and simple sentences. Emphasis may be achieved by *repeating some keywords* or by introducing synonyms of words.
- ▶ Mechanical means of emphasis – Some mechanical devices like “quotation marks”, *italics*, **boldface**, **highlighting**, underlining, etc. can also be used to emphasize.



Adequate Development

- ▶ A paragraph is adequately developed when it describes, explains and supports the topic sentence.
- ▶ If the "promise" of the topic sentence is not fulfilled, or if the reader is left with questions after reading the paragraph, the paragraph has not been adequately developed.
- ▶ Generally speaking, a paragraph which consists of only two or three sentences is under-developed.
- ▶ A good rule of thumb to follow is to make sure that a paragraph contains at least four sentences which explain and elaborate on the topic sentence.

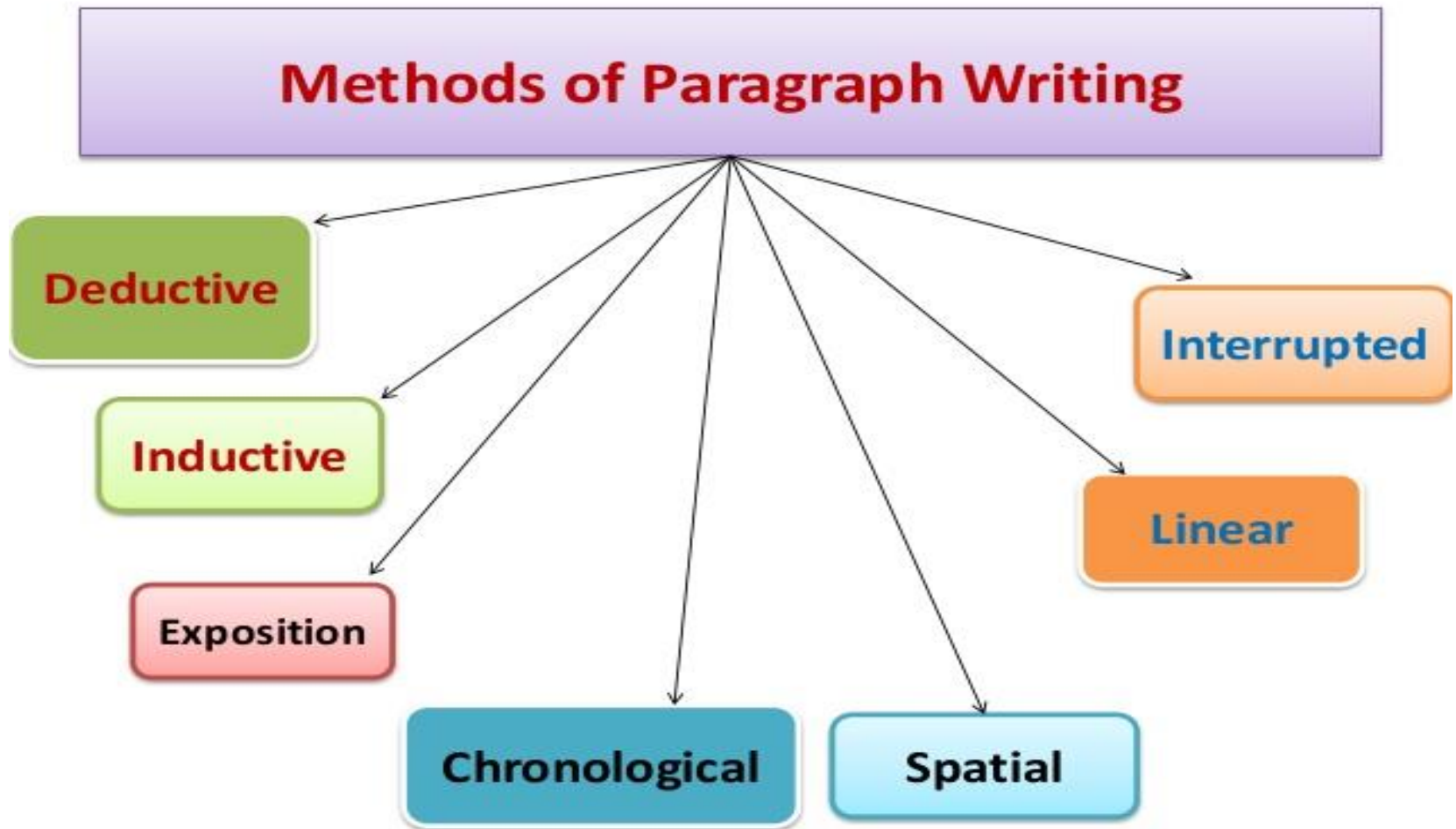


Lacking Adequate Development-Example

"The topics of leadership and management are both similar to and different from one another in several important ways. To be effective, a manager should be a good leader. And good leaders know how to manage people effectively."



Methods/Orders/Types of Paragraph



Inductive Order

- ▶ It is an objective and logical technique in which information is organized in a specific/particular to general organization.
- ▶ In this logical organization, specific details, examples and illustrations are given first then a general statement or generalization is made.
- ▶ The topic sentence comes at the end of the paragraph.

Inductive Paragraph: Example

Aryan reached late in office today. He comes to office by public transport. He always starts early from his home to avoid traffic. Therefore, the bus he took today must have had a breakdown.

Deductive Order

- ▶ It is the most common logical organization which involves the process of moving from a general statement or principle to specific details.
- ▶ It is the most popular form amongst the writers.
- ▶ The topic sentence is usually the first sentence in this type of order.



Deductive paragraph: Example

Mental depression is a dangerous symptom.

First, it can affect any one, be he an adult or a child. This is because of cut-throat competition in every area of life. **Second**, depression has no physical indications. This makes it hard to detect. **Third**, people have the false idea that depression means madness. **Clearly**, depression is a deadly disease, and is hard to treat.

Spatial Order

- ▶ It is the simplest logical organization which involves the process of dividing a subject or topic based on how they are arranged in space.
- ▶ It is the area-wise or three-dimensional description.
- ▶ This pattern can make a complex subject easy to understand by categorizing its various elements spatially.
- ▶ It is mostly used by technocrats in the description of machines.



Example of Spatial Order

Example:

- The best place Compton had been able to find for work on the pile was a squash court *under* the West Stands of Stag Field, the University of Chicago Stadium. *To* the west, *on* Ellis Avenue, the stadium is closed by a tall graystone structure in the guise of a medieval castle. Through a heavily portal is the entrance to the space beneath the West Stands. The squash court was part of this space. It was 30ft wide and *over* 26ft. high

Linear Order

- ▶ Linear means ‘consisting of lines’ or ‘one dimensional’.
- ▶ Each sentence leads to the next one in a paragraph with the purpose of maintaining a forward movement; and each paragraph can be a step to take us to a goal.
- ▶ It refers to the systematic order as a line which involves presenting ideas in a progressive way where sentences are connected to each other in a logical way.

Linear method: Example

Uninstalling a program needs a few, simple steps. First, go to the **Start Menu**. Then, Go to **Control Panel**. Next, click ***Uninstall a Program***. Then, **select the program** you want to remove. Finally, click ***Uninstall*** at the top of the page.

Chronological Order

- ▶ This logical sequence refers to the narration of events in the order in which they occur in time, beginning with the first event, and going on to the next and so on.
- ▶ It is very useful as it is quite easy and natural to record events in the order of their happening.
- ▶ For ex. periodic report, progress report, etc.



Chronological Method: Example

Going to halls for watching movies has become redundant nowadays. In the 90's, people went to movie halls to watch movies only. Those were the times of television and VCRs. By the 2000s, people started having their personal computers. So movies were watched in DVDs. Now, with the advent of android phone and 4G connectivity, people can watch movies right in their mobiles.



Expository / Explanatory Order

- ▶ It is similar to deductive method.
- ▶ The paragraph begins with a topic sentence.
- ▶ In expository method, the writer tries to interpret, to discuss the same idea in several ways with the help of many instances, examples, etc.
- ▶ In this method the writer explains the idea so as to make it more clearer.



Expository Method: Example

Mirzapur is a crime-based TV series released in 2018, on Amazon Prime. It revolves around drugs, guns and lawlessness. It depicts the rule of mafia dons and gang-rivalry in the Purvanchal region of Uttar Pradesh. Its season 1 consists of 9 episodes in total. In comparison with Sacred Games, it has scored more popularity among the viewers.

Interrupted Order

- ▶ In interrupted method the writer may like to pause in order to elaborate on some ideas, people or events.
- ▶ Purpose is to narrate an experience in a dramatic way
- ▶ It adds more emphasis to the ideas in a sentence.
- ▶ We can find such interrupted writing style mostly in narrative works such as fiction, stories, plays etc.



Interrupted Method: Example

I am a fan of movies of superheroes. From Baahubali to Spiderman, I love them all. When I was a child, I had a huge obsession for Shaktiman. I even tried jumping off a terrace, but was luckily saved. Now, I just use jackets and T Shirts to show my obsession. Someday, I dream of creating a superhero series on TV myself.

Probable Question Pattern

- ▶ Elements of Paragraph development
- ▶ Techniques of paragraph development
- ▶ Components of paragraph development
- ▶ Importance of Topic Sentence, Unity, Coherence & Emphasis
- ▶ Tools of Coherence
- ▶ Tools of Emphasis
- ▶ Orders/Methods/Types of Paragraph
- ▶ Difference between
 - ▶ Inductive & Deductive
 - ▶ Deductive & Expository
 - ▶ Chronological & Linear



THANKS

