

4 - Paragraph

Structure of a Paragraph

A paragraph consists of 3 parts. Topic sentence, supporting details and concluding sentence. The topic sentence is the whole idea of the paragraph and we should brainstorm about what can we write on the topic sentence. Supporting details is the part where we elaborate and justify our topic sentence. The concluding sentence conclude the paragraph by restating the topic sentence.

Features of a Good Paragraph

1. Unity
2. Coherence
3. Topic Sentence
4. Supporting Details
5. Explanation
6. Concluding Sentence

Unity

Definition: Unity means that all sentences in the paragraph support the main idea or topic sentence.

Tip: Avoid including irrelevant details that do not align with the main idea.

Coherence

Definition: Coherence refers to the logical flow and connection between sentences

- How to Achieve Coherence
 - Use transitional words like however, therefor, in addition
 - Arrange sentences in a logical order (chronological, spatial, or importance-based)

Tip: Ensure that each sentence naturally follows from the previous one.

Topic Sentence

Definition: The topic sentence is the first sentence of the paragraph that introduces the main idea

A good topic sentence is clear and concise and specific enough to cover the content of the paragraph

Tip: make sure the topic sentence is not too broad or too narrow

Supporting Details

Definition: Supporting details provide evidence, facts, and examples to back up the topic sentence.

Types of Supporting Details:

- Examples
- Statistics
- Facts
- Quotes
- Explanations

Tip: Use credible sources for evidence to strengthen the paragraph

Explanation

Definition: The explanation connects the supporting details to the main idea, providing clarity and elaboration

- How to Provide a Good Explanation:
 - Answer the "How?" and "Why?" question related to the supporting details

Tip: Make sure the explanation adds value and depth to the details presented

Concluding Sentence

Definition: The concluding sentence wraps up the paragraph and restates the main idea or transitions to the next point.

- Characteristics of a Good Concluding Sentence:
 - Summarizes the main point

Tip: Avoid introducing new ideas in the concluding sentence.

Common Mistakes in Paragraph Writing

- Irrelevant Details: Including information that does not support the main idea
- Lack of Coherence: Jumping between unrelated ideas without smooth transitions

- Weak Topic Sentence: Using vague or overly broad topic sentences
- Insufficient Support: Failing to provide enough evidence of examples

Types of Paragraph

Compare Contrast Paragraph

Definition: A compare and contrast paragraph analyzes two subjects by identifying similarities and difference

Purpose

- Helps the reader understand the subjects better
- Develops critical thinking by examining multiple perspectives

Structure

- **Topic Sentence:** Introduces the subjects and the focus (comparison, contrast, or both)
- **Body Sentences:** Present similarities and/or differences.
- Use **transition words** for clarity (e.g., similarly, in contrast, however)
- **Concluding Sentence:** Summarizes the main point or provides insight based on the comparison/contrast.

Types of Compare and Contrast Paragraphs

- **Block Method**
 - Discusses one subject entirely before moving on to the next
- **Point-by-Point Method:**
 - Alternate between points about each subject

Transition Words

- Comparison Transitions:
 - Similarly, Likewise, Both, In addition to, Just Like
- Contrast Transitions:
 - However, On the other hand, In contrast, Whereas, Unlike.

Common Mistakes to Avoid

- Discussing only similarities or only differences
- Not using transition words, which makes the paragraph unclear
- Lacking a clear topic sentence or concluding sentence

- Mixing points haphazardly without a clear structure

Argumentative Paragraph

Definition: An argumentative paragraph presents a clear, well-supported argument on a specific issue. It persuades the reader using logic, evidence, and reasoned analysis

Purpose:

- To convince readers of the validity of a viewpoint or claim

Structure:

- **Topic Sentence(claim):**
 - States the main argument or point of the paragraph
 - Should be clear, concise, and arguable
- **Evidence/Support:**
 - Provides factual information, data, examples, or expert opinions that support the topic sentence.
 - Each piece of evidence should be relevant and credible
 - Numerical data
 - My experience
 - Compare to the similar thing
 - At least give 3 reasons for standing with/against the claim
- **Analysis/Explanation:**
 - Interprets the evidence and explains how it supports the argument
 - Shows critical thinking by linking evidence to the claim
- **Counterargument(Optional):**
 - Addresses potential opposing viewpoints
 - Demonstrates objectivity and strengthens the argument by preemptively refuting criticisms
 - Prove them wrong
 - Partially agree with them but your point is valid
 - Totally agree with them but your point is more valid
- **Concluding Sentence:**
 - Summarizes the paragraph's main point and reinforces the argument
 - Provides a transition to the next paragraph or idea.

Produce Paragraph

Definition: A **Produce Paragraph** focuses on describing a specific item, idea, or concept

- It highlights the features, qualities, and characteristics of the product
- Purpose: To inform the reader about what something is, its uses, and its attributes.

Structure

- **Content:**
 - **Topic Sentence:** Introduces the product and its main feature
 - **Supporting Sentences:** Provide details about the features, qualities, and benefits.
 - **Concluding Sentence:** Summarizes the product's importance or final thought
- Tip: Use descriptive language to paint a clear picture of the product

Process Paragraph

- Definition: A **Process Paragraph** explains how something is done or how something works
- It details a series of steps or actions in a specific sequence.
- Purpose: To explain a procedure or guide the reader through a process

Structure

- **Content:**
 - **Topic Sentence:** States the process being explained.
 - **Supporting Sentences:** Outline the steps in the process in chronological order
 - **Concluding Sentence:** Provides a summary or final outcome of the process.
- Tip" Use sequence words like "first", "next", "then", and "finally" to organize the steps clearly