Paragraph Organization

# Definition of Paragraph

A ***paragraph*** is a group of related sentences that develops one main idea, which is the topic of the paragraph.

A **paragraph** has three parts: a *topic sentence*, several *supporting sentences*, and a *concluding sentence*.

A **paragraph** is like a sandwich. The topic sentence and concluding sentences are the two pieces of "bread" enclosing the “meat" -the supporting sentences. A diagram of a paragraph looks like this:

|  |  |  |
| --- | --- | --- |
| **Topic sentence** | | |
|  | **Supporting sentences** |
| **Concluding sentence** | | |

1. **Topic sentence**

The topic sentence tells what topic the paragraph is going to discuss. It has two parts: a **topic** and a **controlling idea**.

* **Ex**: “*Drinking beers has several disadvantages*.”
* **Ex**: “Singing provides many advantages.”

The **topic** names the subject of the paragraph, and the **controlling idea** tells what the paragraph will say about the topic.

|  |  |
| --- | --- |
| Topic sentence | |
| Topic | Controlling idea |
| Drinking beers | has several disadvantages |
| Singing | provides many advantages |

1. **Supporting sentences**

***Supporting sentences*** explain the topic by giving more information about it and list the main points of the paragraph.



1. **Concluding sentence**

**A concluding sentence** signals the end of the paragraph and reminds the reader of the main idea.

Here are three tips to help you write a good concluding sentence:

1. Begin with a conclusion signal. Most conclusion signals have commas after them; others do not.



1. Remind the reader of the main idea by one of the following methods:
   1. Repeat the idea in the topic sentence in different words. Do not just copy the topic sentence.
   2. Summarize the main point(s) of the paragraph.
2. NEVER end a paragraph by introducing a new idea!

There are many concluding signals such as the following:

|  |  |
| --- | --- |
| **Followed by comma** | **No comma** |
| All in all, In summary,  In brief, To conclude,  In conclusion, To summarize,  Indeed, To sum up,  In short, | It is clear that …  These example show that …  You can see that … |