PARAGRAPH FORMAT
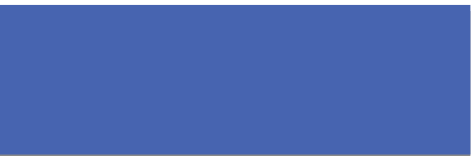
Sentence & paragraph

- A **sentence** is a group of words with at least one subject and at least one verb, and together these words must express a complete thought. It always begins with a capital letter and ends with a period, question mark, or exclamation point.

- A **paragraph** is a group of sentences about only one topic. It must have a *topic sentence, supporting sentences*, and a *concluding sentence*.

Topic /supporting/concluding Sentence

- The **topic sentence** states the main point of your paragraph and is usually the first sentence.
  - Topic sentence= Topic + Controlling Idea

- The **Supporting sentences** follow the topic sentence and "prove" it; they add details and related information.

- The **concluding sentence** often restates the topic sentence in different words.

Parts of a Paragraph

A topic sentence

Several Supporting sentences

A concluding sentence

Serita likes to spend her free time outdoors. Her favorite outdoor activity is gardening, and she loves to plant new kinds of flowers in her garden every year. She also enjoys taking long walks in the park. On sunny days, Serita goes to the beach with her friends. As you can see, Serita loves being outside in her free time.

1.What's the topic sentence?

2. How many supporting sentences are there?

3. What's the concluding sentence?

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Paragraph Format

M_____

Jumi Kim

T_____

H_____

College English 3

April 1, 2017

Boring **W**eekdays

I_____

During the week, my days are very boring. I usually wake

~~up at 7:00a.m., and take a shower. Then I have breakfast at 8:00a.m.~~

up at 7:00a.m., and take a shower. Then I have breakfast at 8:00a.m.

with my sister.   I always leave home at 8:40a.m. in order to take a bus

_____-spaced

Heading

- The **heading** is written in the upper right-hand corner.
- It includes three things: name, class, and the due date.
- The date must be written out completely:
  - April 1, 2019 (month, day, *comma*, year)

Title

- The **title** goes
  - at the top of the page
  - one space below the heading and
  - centered.
- To correctly capitalize titles,
  - always capitalize the first letter of words
  - except for articles, prepositions, and coordinating conjunctions (and, but, or, so, for, nor, yet).
  - Don't write a sentence.
  - Use **BOLD**!

Indent/Double-Spaced

□ Always **<u>indent</u>** the <u>first</u> line of a paragraph by starting to write 3-5 spaces in from the left margin.

□ <u>One</u> indentation per paragraph

□ **<u>Double-space</u>** your paragraphs by skipping a line between each line you write.

- Microsoft Word: 2.0
- 한글 : 200%

Margins/Connected Sentences

- Leave **margins** (white space) on all <u>four</u> sides of the paper. Never write in the margins!

- Be sure your text extends all the way to the right margin.

- Don't write one line, <u>one</u> sentence. Your paragraph should look like a letter, not a poem.

- Don't divide a <u>word</u>. If a word does not fit on one line, put the whole word on the next line.

Others

- Font and Size: Arial <u>10</u>pt. -12pt.
- In a formal writing, don't use contractions.
  - I would like – OK,
  - I'd like- X
- Conversation script or presentation script and for mal writing should be <u>different</u>.

Student Writing

Hello J^*^

My name is Gain Han. I am 20 years old. i have one sister and one brother.

I major is chinese. I really love chinese.

 so i want to be a great teacher!

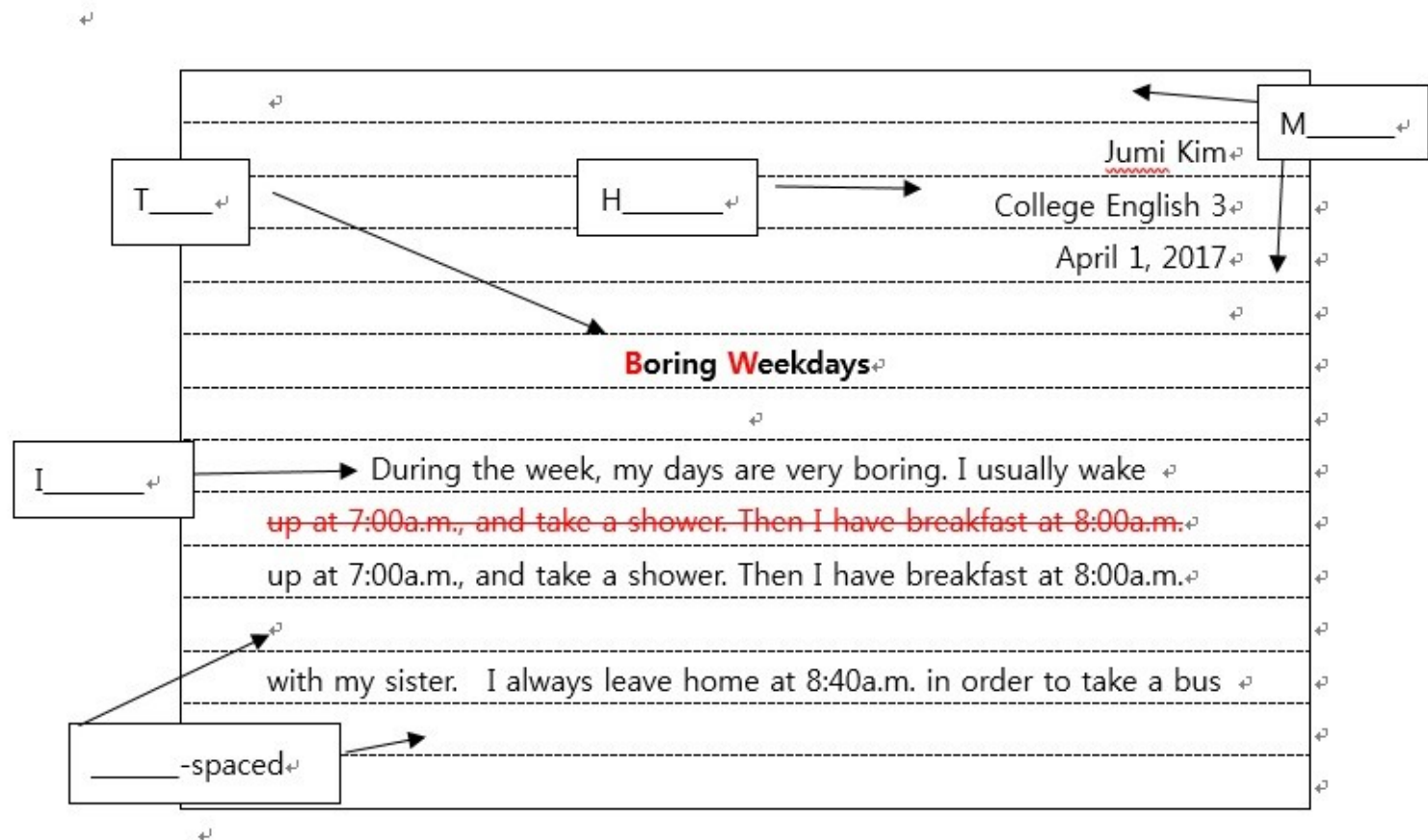my hobbies are reading a novel and listening music

.... ❓

Jaiseon Lee

Sample Writing

My name is Gain Han._I am 20 years old. I have one sister and one brother. My major is Chinese. I really love Chinese, so I want to be a great Chinese teacher! My hobbies are reading novels and listening to music.

Jaiseon Lee

Format

Margin, **Heading**, **Title**, **Indentation**, **Double-spaced**

Bad Paragraph: Find Errors

mina Kim
College English   3
2017.4.25

my routine

During the week, my days are very boring. I usually wake up at 7:00

a.m. I usually eat breakfast 8:00 a.m.   Then I take a shower.   At 10:00

a.m., I do my homework or I watch TV.

I eat lunch at 12:00 p.m., And I go to school on bus.

After class, I work a part-time job from 6:00 to 10:00 p.m.

Then I usually surf the internet. I go to bed at 1:00 a.m.

As you can see, My weekdays are very boring.

Good Paragraph

Mina Kim
College English 3
April 25, 2017

My Boring Weekdays

During the week, my days are very boring. I usually wake up at 7:00 a.m. I usually eat breakfast 8:00 a.m. Then I take a shower. At 10:00 a.m., I do my homework or I watch TV. I eat lunch at 12:00 p.m., and I go to school on bus. After class, I work a part-time job from 6:00 to 10:00 p.m. Then I usually surf the internet. I go to bed at 1:00 a.m. As you can see, my weekdays are very boring.

Homework: Paragraph Writing

☐ Topic:

1. An Interesting Story (unit 8, p. 51)

2. The Best Class (unit 9, p. 57)

3. Study Strategies (unit 10, p. 65)

☐ Due: May 21(Tue.)/ May 22(Wed.)

Things to remember

- 컴퓨터로 수업시간에 배운 format 에 맞게 작성해서 출력한 후 수업시간에 제출함 .

- MS Word 에서 작성한 후 본문만 선택하여 줄 간격 2.0 으로 setting 하고 (한글은 200%) Heading 은 오른쪽 맞춤 , 본문은 양쪽 맞춤 함 .

- Heading 에서 이름 , 날짜 적는 법은 반드시 수업시간에 배운대로 적으세요 .

- Title 은 Topic 을 그대로 적지 말고 형용사를 추가하여 문장이 아닌 구 (phrase) 로 적고 반드시 대문자 사용법 지키기

Things to remember

- 길이는 접속사가 들어간 문장을 포함해서 15 문장 정도 (and, but 으로는 절대로 문장을 시작하지 말고, 반드시 컴마를 사용해서 앞 문장에 연결하여 적으세요. 이때 문장을 나누고 싶으면, 'and' 대신 'Also,' 나 'In addition', 을 'but' 대신에 'However,' 을 사용하면 됩니다.)

- Concluding sentence 앞에 적절한 transition words 추가 (예 : In short, As you can see, ...)

- 컴퓨터에서 검토 탭을 눌러서 맞춤법과 문법검사를

인쇄한 후 할 것

□ Topic Sentence, Concluding Sentence 에 밑줄을 긋고 각각 TS, CS 로 표시하세요 .

□ 접속사 (and, but , when, before, after, because, …etc.) 에 동그라미를 하거나 다른색 펜으로 표시하세요 .

□ 마지막에 마침표 숫자를 세어서 문장 수를 적으세요 . 예 : (17 문장)