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T.Y.B.A. (w. e. f- 2021- 2022)- 2019 Pattern

Semester-V

Subject- Compulsory English

Unit- IV: Writing:1: Paragraph Writing

Topic- Paragraph Writing (Study Notes)

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Unit- IV. Writing

1. Paragraph Writing

A paragraph is a small set of sentences related to a topic or theme (or a single aspect of much larger theme) arranged carefully in order to describe, narrate, discuss or present an argument. In performing some of the language functions such as describing, narrating, arguing/reasoning and discussing, we need to combine a set of sentences into a larger piece of text, known as a paragraph. Paragraph writing is linked with another basic skill—that of organizing our thoughts on a subject, connecting them and expressing ourselves clearly. It's important, therefore, to learn and practice how to write short, coherent paragraphs. The best paragraphs are never very long, except in scholarly or technical texts, because it is easy for a reader or listener to understand what is said when the information is in short coherent bits. Sometimes we may even need to recast a sentence to make it fit better into the paragraph.

A Paragraph is a self-contained unit of a conversation in writing dealing with a particular point or idea or topic. A paragraph composed of one or more sentences. Though not required by the syntax of any language, paragraphs are normally an anticipated part of formal writing, used to form longer prose. It has a topic sentence and supporting sentences that all associate nearly to the topic sentence. Some paragraphs do not have a sentence that can be identified clearly as the topic sentence. Paragraph writing is not just expressing your views about the topic in a group of sentences. It is all about structuring ideas in a clear format to make the reader fall in love with the topic and continue their studying till to an end of the topic. While writing paragraphs about any topic, it's more important to maintain the quality and flow of the paragraph than word count. Paragraphs are often thought of as a 'unit' of thought. The basic paragraph consists of three parts: a topic sentence, supporting details, and a concluding sentence. This basic paragraph format will help you to write and organize one paragraph and transition to the next. The topic sentence is the first sentence of a paragraph. Also, we can call an introduction sentence of a paragraph. It states the main idea of each paragraph and displays how the idea connects to the thesis or overall focus of the paper. All consequent points presented in the paragraphs must support the topic sentence. The supporting sentences explain more about the topic sentence by showing some facts, stats, or examples regarding the topic. It also includes the writer's experience & own analysis and used to develop the topic sentence. It is the end of the paragraph which is also known as final statement about the topic. It ties all ideas given in the paragraph and emphasizes the main idea one last time. In the concluding

sentence, the writer usually restates their topic sentence or summarizes the main points of the paragraph.

The following steps involved in composing short paragraphs:

- Think about the topic on which you have to compose a paragraph. Good paragraphs are based on carefully gathered facts on a topic and the writer's point of views on it.
- Put down five to ten ideas on the topic that comes to your mind.
- Drop the points which are irrelevant in the topic of the paragraph.
- Arrange the points in a chronological, sequential logical order, placing the topic sentence at the beginning or the end of the paragraph.
- Use correctives, pronouns and other reference words and recast some of the sentences if you think it would make your paragraph more coherent and effective.
- Use variety of sentence length and structure to make the paragraph more interesting.
- Read the paragraph again, revise and make corrections if needed.

There are four types of paragraphs that you need to know about: **descriptive, narrative, expository, and persuasive**. If you have a quick search on the web then you may found other types too but to make your paragraph simple and succinct, it's a good idea to study just these four.

1. Descriptive Type of Paragraph: This paragraph type describes the topic and displays the reader what's the subject included in it. The terms selected in the description type usually appeal to the five senses of touch, smell, sight, sound, and taste. This type of paragraph can be more artistic and may vary from grammatical standards.

2. Narrative Type of Paragraph: In simple words, this type of paragraph narrates a story that includes a sequence of topic sentences like a clear start, middle of the topic, an end to the paragraph.

3. Expository Type of Paragraph: It defines something or gives instruction. It may also explain a process and influence the reader step by step via a form of the method. This Expository Para usually needs research, but also it's possible to rely on the writer's own knowledge and experience.

4. Persuasive Type of Paragraph: This kind of paragraph seeks to make the audience to admit a writer's point of view or know his/her position. Persuasive paragraphs are often used by the teachers because it is beneficial when building an argument. Also, it makes a writer to research and collects some facts on the topic

An example of paragraph writing can be discussed as follows.

My idea of satisfying career

To begin with, I think it is most important that the work we take up should truly interest us. A satisfying career should offer us enough opportunities for work that has variety and that is innovative. Personally, I would like a career that will allow me to continuously learn and improve my skills. Work that is mechanical, with no scope for any creativity, may soon become boring and monotonous. Further, challenges, and targets and deadlines that need to be met will spur one on to achieve more. Travelling and meeting people will also add to the joy of an exciting career. Additionally, a career can really be rewarding when there is both acknowledgement and appreciation of the work done as well as a steady rise in responsibility.

Multiple Choice Questions.

Paragraph Writing:

- 1) The essential elements of paragraph writing are:
 - a. Understanding topic, writers' intelligence and length
 - b. Unity, order, coherence and completeness**
 - c. Details, continuity and information
 - d. Introduction, conclusion and body

- 2) A paragraph can never end with an exclamation mark. True or false?
 - a. True
 - b. False**

- 3) What is the first sentence of a paragraph called?
 - a. The introductory sentence
 - b. The exclusive sentence
 - c. The topic sentence**
 - d. The first sentence

- 4) The final paragraph of an article can begin with which of the following words?
 - a. Inadvertently.
 - b. Furthermore, or secondly.
 - c. In conclusion or finally**

- d. Beautifully
- 5) Good paragraphs should do what?
- a. Highlight the main idea.
 - b. Support the main idea.
 - c. Connect to the next point.
 - d. All of the above**
- 6) A paragraph can be defined as what?
- a. A collection of sentences organised on the basis of a single thought or idea or subject**
 - b. A minimum of hundred words.
 - c. Writing that contains graphs.
 - d. A complete story or article or essay.

References:

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<https://www.aplustopper.com/paragraph-writing/>

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