

Lesson 1

Name: _____

Date: _____

Paragraph Worksheet for Writing & Speaking

Paragraphs are groups of sentences that have a single idea. A paragraph typically includes:

Structure of a paragraph

- Topic Sentence
- Supporting Sentences
- Concluding Sentence

For example:

→ Making a good cup of tea is easy if you follow these
 → steps. First, boil some water. Next put some hot water in
 → the teapot to warm it. Then pour the water out of the pot
 → and put in some tea leaves. You will need one teaspoon
 → of tea leaves for each cup of tea you want. Then pour
 → the boiling water into the teapot. Cover the pot and wait
 → a few minutes. Then the tea will be ready to drink.

- Topic Sentence: Write a sentence that states the main idea or topic of a paragraph.
- Supporting Sentences: Write facts or descriptions that relate to the topic.
- Concluding Sentence: Re-word(phrase) the introduction to sum up the ideas in the paragraph and bring it to a close.

Principles of Writing a Paragraph

- A topic sentence is the most important sentence in a paragraph.

$$\boxed{\text{Topic Sentence}} = \boxed{\text{'The topic'}} + \boxed{\text{'The controlling idea'}}$$

- The topic sentence contains two parts: the topic and the controlling idea.
- In other words, every topic sentence will have a topic and a controlling idea.

Examples: • Topic Sentence:

There are two reasons why pollution in XXX Town is the worst in the world.
 (a controlling idea) (a topic)

Being an English teacher requires certain characteristics.
 (a topic) (a controlling idea)

Making a sandwich is easy if you know the steps.
 (a topic) (a controlling idea)

★ **The controlling idea** shows the direction the paragraph will take. In other words, the controlling idea limits the contents of supporting sentences. ★

Example

Topic Sentence = Topic + Controlling idea

Making a good cup of tea is easy if you follow these steps.

Supporting Sentences
 controlled by the controlling idea 'follow these steps'

}

First, boil some water. Next put some hot water in the teapot to warm it. Then pour the water out of the pot and put in some tea leaves. You will need one teaspoon of tea leaves for each cup of tea you want. Then pour the boiling water into the teapot. Cover the pot and wait a few minutes. Then the tea will be ready to drink.

Concluding Sentence

- Supporting sentences after a topic sentence have to give more information about the Controlling idea, 'follow these steps'.

Remember: The topic sentence is usually the first sentence or last sentence, but it can be any sentence in the paragraph!

★ Characteristics of Effective Concluding Sentences

It is important for you to know how to write effective concluding sentences. Some characteristics include:

- Reviewing main points mentioned in a paragraph
- Restating(paraphrasing or reword) the topic sentence
- Do not introduce new ideas or topics

★ Examples of concluding sentence starters include:

- In conclusion
- To sum up
- To summarize
- Overall
- Indeed
- In short
- In brief
- All in all
- To conclude
- As you can see,
- For these reasons

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A Paragraph Worksheet for Speaking Skills

Instruction: For the teacher

Time: Only 1 minute for each student

1. A teacher should ask each student to give a 1 minute speech on the topic below.
(Maximum is strictly limited to 1 minute)
2. Evaluate their presentation skills and give advice to improve their oral skills.
3. Students will be assessed on how well they speak in a formal situation to the public.

TOPIC:

If you could change one major historical event, what would it be?
(about 100 words)

Tips

- Changing history would have a significant impact...
- This change would create a ripple effect...
- A variety of changes would occur in the present...
- People would be impacted to this day...

REMEMBER:

Prepare a 7-10 sentence for a paragraph to give a speech, including
1. a topic sentence; 2. supporting sentences; 3. a concluding sentence.

* A paragraph is a group of sentences telling about a single idea or topic.

* The topic sentence in English should get the paragraph started.

* The topic sentence contains a topic and a controlling idea.

Lesson 1

Topic: If you could change one major historical event, what would it be? (about 100 words)

Direction Write your own ideas and then give a 1 minute speech.

Topic

Sentence

Supporting Sentences

Concluding Sentences

Writing & Speaking Report

Teacher's Signature: _____ Please make a \checkmark if a student achieves this.

Marking Section	0%	40%	60%	70%	80%	90%	100%
Stay on Topic							
Attention grabbing opening							
Topic Sentence							
Controlling Idea							
Provided examples or reasons							
Fluency/Speed							
Vocabulary							
Spoke out Loud (Said Your Words Clearly)							
Eye Contact							
Pronunciation							
Teacher's Comment							