

Name:

Institute of English Education
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Black Level No.3

Paragraph Worksheet for Writing & Speaking

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

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- Topic Sentence

- Supporting Sentences

- Concluding Sentence

For example:

- → In big cities, many poor city children have health problems.
- ightarrow Some children are ill because of their diet. They don't get
- → enough food, or they don't get healthy food. Their poor health is also caused by bad housing. Many children live in poor
- → apartments which have no heat in the winter and little fresh air in the summer. Some children have poor health
- → because they do not receive good medical care. Many poor children don't see a doctor for checkups or for shots to keep
- → them heaithy. As you can see, the government should immediately expand support for poor city children.

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.

Topic Sentence = 'The topic' + '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 several enjoyable ways to travel between the US and Canada.

(a controlling idea) (a topic)

There are several advantages to growing up in a small town.

(a controlling idea) (a topic)

Dirty air is a serious problem in many parts of the world.

(a topic) (a controlling idea)

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The 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

In big cities, many poor city children have health problems.

Supporting Sentences

controlled by the controlling idea 'health problems'

fresh air in the summer. Some children have poor health because they do not receive good medical care. Many poor children don't see a doctor for checkups or for shots to keep them heaithy. As you can see, the government should immediately expand support for poor city children.

Concluding Sentence

 Supporting sentences after a topic sentence have to give more information about the Controlling idea, WHY it is 'health problems'.

Some children are ill because of their diet. They don't get

is also caused by bad housing. Many children live in poor

apartments which have no heat in the winter and little

enough food, or they don't get healthy food. Their poor health

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 comclude
- As you can see,
- · For these reasons

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:

What would happen if people never cooperated? Why do you think it is important to cooperate? (about 100 words)

Tips

- Nothing would ever get done if people never cooperated...
- Acting individualistically as a member of society is very selfish...
- You would do more harm than good to others...
- Cooperation is important because "two brains are better than one"...

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.

Topic: What would happen if people never cooperated? Why do you think it is important to cooperate? (about 100 words)

Direction Topic Sentence	Write your ow	/n ideas	and the	n give a	1 minute	e speech	l.		
Supporting Sentences									
Concluding Sentences									
	Writ	ing 8	& Spe	aking	g Rep	ort			
Teacher's Signature:				Please make a $\sqrt{\ }$ if a student achieves this					
Marki	ng Section	0%	40%	60%	70%	80%	90%	100%	
Stay	on Topic								
Attention g	rabbing opening								
Topic	Sentence								
Contr	rolling Idea								
	d examples or easons								
Fluer	ncy/Speed								
Vo	cabulary								
Spok	e out Loud								

(Said Your Words Clearly)

Eye Contact

Pronunciation

Teacher's Comment