

Name:

Institute of English Education Publishing & Online 100% 대치동 영어!

Black Level No.4

# Paragraph Worksheet for Writing & Speaking

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

Structure of a paragraph	For example:
- Topic Sentence - Supporting Sentences	<ul> <li>Today, computers are used in almost every profession.</li> <li>For example, scientists use them. So do mathematicians and</li> <li>economists. Business people use them to make buisness decisions. Doctors also use computers to help their patients.</li> </ul>
- Concluding Sentence	Moreover, computers make work easier for writers, too.      Also, students now use computers to help with their studies.     Finally, some people use computers at home to help them     make plans and pay bills. Therefore, computers are essential tools in all areas of society.
<ul><li>Topic Sentence:</li><li>Supporting Sentences:</li><li>Concluding Sentence:</li></ul>	Write a sentence that states the main idea or topic of a paragraph Write facts or descriptions that relate to the topic.  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:

Fixing a flat tire is easy if you follow these steps.

(a topic)

(a controlling idea)

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

(a controlling idea)

(a topic)

Many American scientists are worried about the drinking water in the United States.

(a topic) (a controlling idea)



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**

Supporting Sentences

controlled by the controlling idea 'used every profession'

Concluding Sentence

Topic + Controlling idea = Topic Sentence

Today, computers are used in almost every profession.

For example, scientists use them. So do mathematicians and economists. Business people use them to make buisness decisions. Doctors also use computers to help their patients. Moreover, computers make work easier for writers, too.

Also, students now use computers to help with their studies. Finally, some people use computers at home to help them make plans and pay bills. Therefore, computers are essential tools in all areas of society.

Supporting sentences after a topic sentence have to give more information about the Controlling idea,

WHY it is 'used every profession'.

**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:

- 7
- 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 is the most important to you in a friend: loyalty, generosity, or honesty? Why? (about 100 words)

#### Tips

- Between loyalty, generosity, and honesty, I think...is the most important trait of a friend...
- Although all three traits are important, I would choose...
- This is the most important to me because...
- As a friend, it is important to have...
- To me, this outweighs everything else...

#### 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 is the most important to you in a friend: loyalty, generosity, or honesty? Why? (about 100 words)

Direction Topic Sentence	Write your ov		-		•	•		o words)
Supporting Sentences								
Concluding Sentences								
		ing 8	& Spe					
Teacher's S	ignature:			Please	make a v	ıf a stu	dent achi	eves this
Marki	ng Section	0%	40%	60%	70%	80%	90%	100%
Stay	on Topic							
Attention g	rabbing opening							
Topic	Sentence							
Contr	olling Idea							
Dravidae	l ovemplee er							

Teacher's Comment

reasons
Fluency/Speed
Vocabulary
Spoke out Loud
(Said Your Words Clearly)
Eye Contact
Pronunciation