



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

## Example

Topic + Controlling idea = Topic Sentence

Today, computers are used in almost every profession

**Supporting Sentences**  
 controlled by the controlling idea  
 'used every profession'

}

**Concluding Sentence**

For example, scientists use them. So do mathematicians and economists. Business people use them to make business 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:

- 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

# Lesson 1

## 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.

# Lesson 1

**Topic:** What is the most important to you in a friend: loyalty, generosity, or honesty? Why? (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 ✓ 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							