WRITING

- PARAGRAPH

What is a paragraph?

- A **paragraph** is a group of related sentences that focus on **ONE main idea.**
- It is a basic unit of writing.
- It consists of **three** parts:

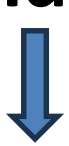
- Topic sentence
- Supporting sentences
- Concluding sentence

Paragraph Form

- Indent the first line of a paragraph.
- Begin each sentence with a capital letter.
- End each sentence with correct punctuation (period, question mark, or an exclamation point)
- The sentences in a paragraph follow each other on the same line. (Don’t start each sentence on a new line)

Playing Games

(Indent) (capital letter) **(period)**







There are differents kinds of games that I like playing. First, I enjoy games that I play with other people such as card games or board games. I usually play chess with my brother. In addition, I enjoy playing games that I can play alone like solitaire. I also like playing games on my PlayStation. In brief, I think games are fantastic.

Parts of a Paragraph

1. Topic Sentence

- This is the **first sentence**.
- It tells the **main idea** of the paragraph

2. Supporting Sentences

- These sentences **give details** or **examples** about the topic.

3. Concluding Sentence

- This is the **last sentence**.
- It **ends the paragraph** and repeats the idea in a new way.
- It starts with a signal word such as ***In conclusion, To sum up***, etc.

What is a Topic Sentence?

- It is **the most important sentence** in a paragraph.
- It is **the first sentence** of the paragraph.
- It gives **the main idea** of the paragraph.
- It consists of two parts: **topic** and **controlling idea**.

topic: tells what the paragraph is about

controlling idea: tells what the author tells about the topic and limits the topic

Topic sentence= topic+ controlling idea

- **There are many harmful effects of caffein.**

  (controlling idea) (topic)

- **Caffein can have several harmul effects on health.**

From these topic sentences, the reader knows that the supporting sentences will explain the harmful effects of caffein.

The topic and the controlling idea can be found at the beginning or at the end of the sentence.

Features of a Good Topic Sentence

Clear and specific: It should clearly say what the paragraph will be about.

Ex: Regular exercise has many health benefits.

Not too broad or too narrow: It should be just right to allow explanation but not too vague.

Too broad: Health is important.

Too narrow: Jogging every morning at 6 a.m. is good.

One idea: It should include one idea.

Ex: There are many advantages of running.

Not more than one idea: There are both advantages and disadvantages of reading.

Not a fact: A fact cannot be a topic sentence.

Ex: There are 4000 chemicals in cigarette smoke.

Not a question: a question cannot be a topic sentence

Ex: Who invented the phone?

Interesting: It should engage the reader and make them want to read more.

EXERCISE-1: Read the topic sentences below. Circle the topic and underline the controlling idea.

1. Online shopping is more convenient than visiting a physical store for several reasons.
2. Public libraries remain important community centers in the digital age.
3. Traveling to a foreign country broadens a person’s perspective on different cultures.
4. Learning a musical instrument can significantly improve a student's memory and concentration.
5. For many young people, working a part-time job provides more than just extra money.

Answer key:

1. Online shopping is more convenient than visiting a physical store for several reasons.

2. Public libraries remain important community centers in the digital age.

3. Travelling to a foreign country broadens a person’s perspective on different cultures.

4. Learning a musical instrument can significantly improve a student's memory and concentration.

5.For many young people, working a part time job provides more than just extra money.

EXERCISE-2: Write a topic sentence for each topic below.

1. Pet Ownership
2. Traditional Festivals
3. Video Games
4. Walking
5. Living with Roommates
6. Using a Planner

Sample Answers:

1. Pet Ownership

For many people living alone, keeping a pet provides much more than just company.

2. Traditional Festivals

Celebrating traditional festivals remains a vital part of modern society.

3. Video Games

Although they are often criticized, playing video games can actually help students develop several useful skills.

4. Walking

Walking is the easiest form of exercise for everyone.

5. Living with Roommates

For students, living with roommates is a great way to learn about life.

6. Using a Planner

Using a daily planner or calendar is a habit which every student should adopt.

Supporting Sentences

- They come after the topic sentence.
- They are the body of the paragraph.
- They give details to develop and support the main idea of the paragraph.
- The purpose is to help readers understand the main idea clearly.
- They can be examples, facts, explanations, or reasons.
- There should be three supporting ideas.

Major and Minor Supporting Sentences

- Major supporting sentences:

  - directly support **the topic sentence.**

  - are introduced with transitional words (Firstly, Secondly, Next, Finally ,etc.)

- You must have at least **three** major supporting sentences in your paragraph.

- Minor supporting sentences:

  - directly explain the **major supporting sentences.**

  - contain the most specific details.

  - can be more than one.

Features of Good Supporting Sentences

- **Relevant** – Each sentence must relate directly to the topic sentence.
- **Detailed** – They should add specific information. (not general or vague)
- **Well-organized** – The ideas should follow a logical order.
- **Clear and concise** – Avoid confusing or unnecessary words.

EXERCISE-3: Read the paragraph below. Find the major and minor supporting sentences.

The Advantages of Using Public Transport

In my opinion, choosing to use public transport is much better for university students than driving a private car. First of all, it is a very cost-effective choice for those on a small budget. As a matter of fact, the price of a monthly bus pass is usually much lower than the combined cost of petrol and car insurance, allowing students to spend their money on other needs like textbooks. Secondly, using public transport allows students to use their commute time more productively. In my experience, I can read my chapters or review my notes while I am on the train, which means I often finish my study tasks before I even arrive home. Finally, relying on public systems is a great way to help the environment. For example, one single bus can take dozens of cars off the road, which significantly reduces the amount of pollution and traffic in the city. To conclude, because it saves money, provides extra study time, and protects the planet, public transportation is the best option for students.

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EXERCISE-4: Write major supporting sentences for each topic sentence below.

1. Keeping a pet provides much more than just a company.

_____

_____

_____

2. Using a daily planner or calendar is a habit every student should adopt.

_____

_____

_____

3. Although they are often criticized, playing video games can actually help students develop several useful skills.

_____

_____

_____

Sample Answers:

1. Keeping a pet provides much more than just a company.

-Studies show that spending time with animals can lower your stress.

-Having a pet helps people learn to be responsible and have a good daily routine.

-Pets like dogs help their owners meet new people and make new friends.

2. Using a daily planner or calendar is a habit every student should adopt.

- Writing down important dates helps you stay organized so you do not forget your tasks.

- Calendar apps on your phone can send you reminders so you are never late.

- A planner helps you feel less stressed about your weekly homework.

3. Although they are often criticized, playing online games can actually help students develop several useful skills.

- Many games need fast thinking and problem-solving, which is good for your brain.

- Online games teach players how to talk and work together as a team.

- Players can learn a lot of new English words by playing games and talking with people from other countries.

Concluding Sentence

- It is the **last sentence** of the paragraph.
- It restates the main idea of the paragraph using different words.
- It summarizes the main points or makes a final comment.
- You need to use some signal words to begin the concluding sentence such as **« In short, To summarize, All in all, In conclusion**,etc.»

EXERCISE-5: Write a concluding sentence for each topic sentence below.

1. Keeping a pet provides much more than just company.

_____

2. Using a daily planner or calendar is a habit every student should adopt.

_____

3. Although they are often criticized, playing online games can actually help students develop several useful skills.

_____

4. For students moving away from home, living with roommates is a great way to learn about life.

_____

Sample Answers:

1. **Keeping a pet provides much more than just company.**

In summary, having a pet gives you many great benefits, not just a friend.

2. Using a daily planner or calendar is a habit every student should adopt.

To sum up, keeping a clear plan is an important tool that really helps students.

3. Although they are often criticized, playing online games can actually help students develop several useful skills.

In conclusion, despite their negative reputation, online games can teach players important abilities.

4. For students moving away from home, living with roommates is a great way to learn about life.

In short, living together with other people teaches young adults valuable lessons about the real world.

Paragraph Unity

- Each paragraph has one main idea.
- All the supporting sentences in the paragraph must support the main idea in the paragraph.
- When all the sentences are related to the main idea , the paragraph has a unity.
- When a sentence that does not support the main idea, there is no unity.
- The sentence which is not related to the main idea is called **irrelevant sentence**.

A Second Learning Language

Learning a second language has many benefits. First of all, it helps improve brain function and memory. Bilingual individuals often show better focus and problem-solving skills. **In addition**, speaking another language can lead to better job opportunities in international companies. Employers often look for candidates who can communicate with clients in different languages. **Some people start learning a second language because their favorite TV shows are in another language.** *(✗ irrelevant — related to the topic but does not support the idea of benefits)* **Finally**, learning a second language can help travelers communicate more easily and enjoy local cultures more deeply. **In conclusion**, while it takes time and effort, learning a new language can bring cognitive, professional, and cultural rewards.

Exercise 6: Find the *irrelavant* sentence in the paragraph

The Importance of Daily Exercise

Daily exercise plays a crucial role in maintaining a healthy lifestyle. **To begin with**, regular physical activity helps control weight and prevent obesity. For example, just 30 minutes of brisk walking a day can burn calories and improve metabolism. **Moreover**, exercise strengthens the heart and improves circulation. It lowers blood pressure and reduces the risk of heart disease. Some people prefer exercising in the evening instead of the morning. **Finally**, exercise boosts mental health by reducing stress and anxiety. Physical activity releases endorphins, which make people feel happier. **In conclusion**, daily exercise benefits both physical and mental well-being, making it an essential part of a healthy life.

`Some people prefer exercising in the evening instead of the morning.` *(✗ irrelevant — related to exercise, but not a reason why it's important)*

The Benefits of Remote Work

Because it offers a better balance between professional and personal life, working from home is a great option for many employees. To begin with, this arrangement saves a significant amount of time every day. Instead of sitting in traffic for an hour, people can use that time to exercise or have a healthy breakfast with their families. Furthermore, some people find that their home internet connection is much faster than the one in their office. In addition, remote work is much cheaper for the average worker. In my experience, I saved a lot of money last year because I didn't have to pay for train tickets or buy expensive lunches near my workplace. In summary, because it increases free time and reduces daily expenses, working from home is a very positive trend.

The Irrelevant Sentence: "Furthermore, some people find that their home internet connection is much faster than the one in their office.

"Why is it tricky? It is related to the topic of working from home and technology, but it does not support the controlling idea, which is about "balance between professional and personal life" or saving time/money. Having fast internet is a technical detail, not a lifestyle benefit.

How to Write a Good Title

A **title** tells the reader what the paragraph is about.
It should be:

- Short (2–6 words)
- Interesting
- Not a sentence
- All main words capitalized. Do not capitalize articles (a,an,the) or prepositions (to, at, with, etc)
- Always capitalize the first and the last words of a title
- Center the title over the paragraph
- Do not use a period(.) or quotation marks («»), but you can use a question mark (?) or an exclamation mark (!)

Exercise 7: Correct the titles

1. my New roommate

My New Roommate

2. Learning to cycle is easy

Learning to Cycle

3. Life In The Countryside

Life in the Countryside

4. why I love Reading.

Why I Love Reading

5. «a Special day in MY life»

A Special Day in My Life

6. A day At the Zoo

A Day at the Zoo

7. My favourite Animal

My Favourite Animal

Capital Letters

🔢 Rule	✍️ When to Use	✅ Example
1. First word in a sentence	Always capitalize the first word	**She** is my friend.
2. The pronoun “I”	Always write “I” in capital	**I** like pizza.
3. Names and titles of people	Capitalize names, surnames, and titles	**John**, **Maria**, **Mr. Smith, Dr. Carol Wolf**
4. Days of the week	Capitalize all days	**Monday**, **Friday**
5. Months of the year	Capitalize all months	**January**, **October**
6. Countries and cities	Capitalize place names	**Turkey**, **London**, **Paris**
7. Nationalities and languages	Capitalize both	**Turkish**, **English**, **Spanish**
8. Holidays	Capitalize names of special days	**Christmas**, **Eid**, **New Year’s Day**
9. Titles of books or movies	Capitalize important words	***Harry Potter, Frozen***
10. “Dear” and names in letters	Capitalize “Dear” and the person’s name	**Dear Ali,**

Exercise 8:Rewrite each sentence using capital letters correctly.

1. i live in istanbul, turkey.

I live in Istanbul, Turkey.

2. my friend speaks english and german.

My friend speaks English and German.

3. we are going to paris in june.

We are going to Paris in June.

4. she likes reading harry potter books.

She likes reading Harry Potter books.

5. they have a party on saturday.

They have a party on Saturday.

6. ali and ayşe are good students.

Ali and Ayşe are good students.

7. i am happy because today is monday.

I am happy because today is Monday.

8. do you know mr. brown?

Do you know Mr. Brown?

9. my birthday is in december.

My birthday is in December.

10. dear ahmet, how are you?

Dear Ahmet, how are you?

Outline of a Paragraph

- Topic sentence
- Major supporting sentence 1
  - minor supporting sentence/s
- Major supporting sentence 2
  - minor supporting sentence/s
- Major supporting sentence 3
  - minor supporting sentence/s
- Concluding sentence

Sample paragraph:

Caffeine can have several harmful effects on the human body. *(TS)* **First of all**, **caffeine can seriously affect sleep quality.** According to the Sleep Foundation, consuming caffeine even six hours before bedtime can reduce total sleep time by up to one hour. *(fact)* For example, students who drink energy drinks while studying late often find it hard to sleep and wake up tired the next day. *(example)* **In addition**, **caffeine can increase anxiety and nervousness, especially in sensitive people.** The Mayo Clinic reports that consuming over 400 milligrams of caffeine per day—the amount in about four cups of coffee—may cause rapid heartbeat and anxious feelings. *(statistic)* Many people experience jitteriness and mood swings after drinking strong coffee or multiple energy drinks. *(example)* **Finally**, **long-term use of caffeine can lead to dependence and withdrawal symptoms**. People who try to quit caffeine after regular use often report headaches, irritability, and low energy. *(explanation)* For instance, someone who drinks three cups of coffee daily may feel tired and bad-tempered if they skip their morning dose. *(example)* **In conclusion**, **although caffeine is a popular stimulant, it can have harmful effects such as poor sleep, increased anxiety, and addiction when used excessively**. ***(CS)***

YOUR TURN

Choose one of the topics below and write a paragraph.

- The advantages of living in a big city
- The features of your hometown
- The qualities of a good university
- The benefits of learning a foreign language