ENGLISH, LITERACY, AND COMMUNICATION

Paragraph structure

Difficulty level: Easy

English, Literacy, and Communication

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Overview of the concept

This is how you write one clear idea at a time, like a letter where each paragraph covers one point so the reader never gets lost. A job application letter puts the introduction in one paragraph, the experience in another, and the closing in a third, so the reader can follow it at a glance. An essay works the same way, with each paragraph making one point and backing it up. When each paragraph holds one idea, the whole piece is easier to write and much easier to read.



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Worked examples

EXAMPLE 1

Q **Put this paragraph in order: (a) Dogs also need walks and play. (b) Dogs need care. (c) Owners feed them and give them water.**

SOLUTION

First comes the main idea: (b) Dogs need care.

Then come the supporting details: (c) food and water, then (a) walks and play.

So the order is: b, c, a

EXAMPLE 2

Q **Label this paragraph: 'Cats are clean animals. They groom themselves daily. They also bury their waste.'**

SOLUTION

First sentence states the main idea: Cats are clean animals. That is the topic sentence.

The other sentences give details that support it.

So: topic sentence, then two supporting details.

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Practice questions

1 Label: 'Trees help us. They clean the air. They give shade.' Which sentence is the topic sentence?

- **A** Trees help us.
- **B** They clean the air.
- **C** They give shade.

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2 Order these: (a) It also improves sleep. (b) Exercise is healthy. (c) It strengthens the heart. Give the order.

- **A** a, b, c
- **B** b, a, c
- **C** b, c, a
- **D** c, b, a

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3 **Label: 'Sara loves music. She plays piano. She sings in a choir.' Which sentences are supporting details?**

- **A** Sara loves music. She plays piano.
- **B** She plays piano. She sings in a choir.
- **C** Sara loves music. She sings in a choir.

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4 **Order these: (a) They listen and help. (b) Good friends are kind. (c) They keep promises. Give the order.**

- **A** a, b, c
- **B** b, a, c
- **C** c, a, b
- **D** b, c, a

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5 Label: 'Rain helps farms. It waters crops. It fills rivers.' Which sentence is the topic sentence?

- **A** It waters crops.
- **B** It fills rivers.
- **C** Rain helps farms.

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6 Order these: (a) Bees pollinate flowers. (b) Bees help plants. (c) Bees make honey. Give the order.

- **A** b, c, a
- **B** a, c, b
- **C** a, b, c
- **D** b, a, c

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7 Label: 'Libraries are useful. They lend books. They offer quiet study rooms.' Which sentences are supporting details?

- **A** They lend books. They offer quiet study rooms.
- **B** Libraries are useful. They lend books.
- **C** Libraries are useful. They offer quiet study rooms.

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8 Order these: (a) First, brush twice a day. (b) Brushing your teeth is important. (c) Then rinse with water. Give the order.

- **A** b, a, c
- **B** a, b, c
- **C** b, c, a
- **D** c, a, b

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9 **Label: 'Tom is a good cook. He makes soup. He bakes bread.' Which sentence is the topic sentence?**

- A He makes soup.
- B Tom is a good cook.
- C He bakes bread.

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10 **Order these: (a) They give shade. (b) Trees help people. (c) They clean the air. Give the order.**

- A c, b, a
- B b, a, c
- C a, b, c
- D b, c, a

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ANSWER KEY

1. Trees help us.

2. b, c, a

3. She plays piano. She sings in a choir.

4. b, a, c

5. Rain helps farms.

6. b, a, c

7. They lend books. They offer quiet study rooms.

8. b, a, c

9. Tom is a good cook.

10. b, a, c

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