

Business Writing

**Firefly Electric and Lighting Corp.
Training and Organizational Development
Human Resources Department**

Module 4 Crafting Paragraphs

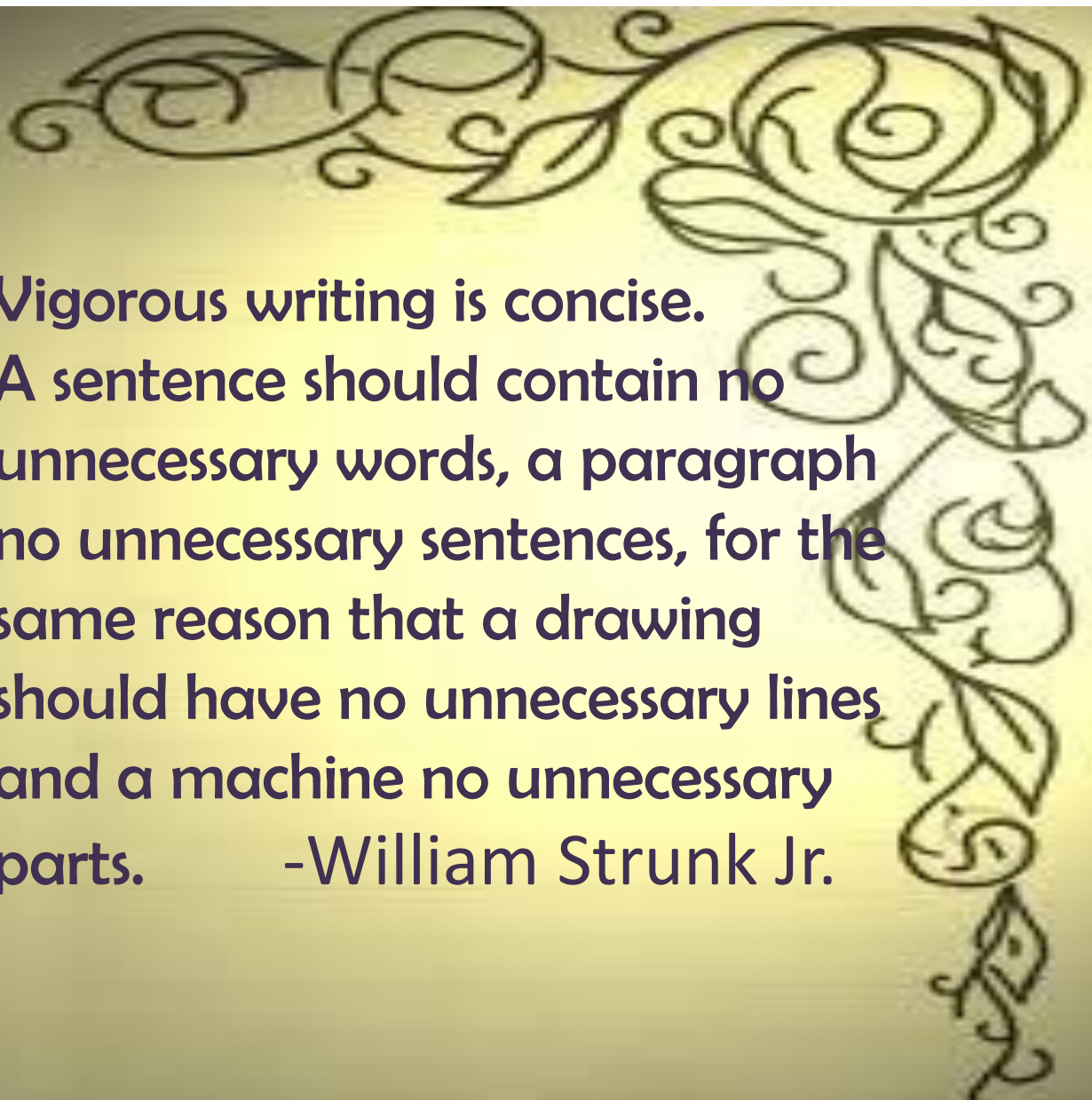


Module Four:

Crafting Paragraphs

Carefully written words and well constructed sentences make up the building blocks of writing. In this module, we will discuss how you can put these blocks together for best results. We will discuss the basic parts of paragraphs, examine some examples and learn some tips on organizing your paragraphs.





**Vigorous writing is concise.
A sentence should contain no
unnecessary words, a paragraph
no unnecessary sentences, for the
same reason that a drawing
should have no unnecessary lines
and a machine no unnecessary
parts. -William Strunk Jr.**

Crafting Paragraphs

Module 4

Lesson 2

Essential Qualities of a Paragraph

QUALITIES OF A GOOD PARAGRAPH

Unity

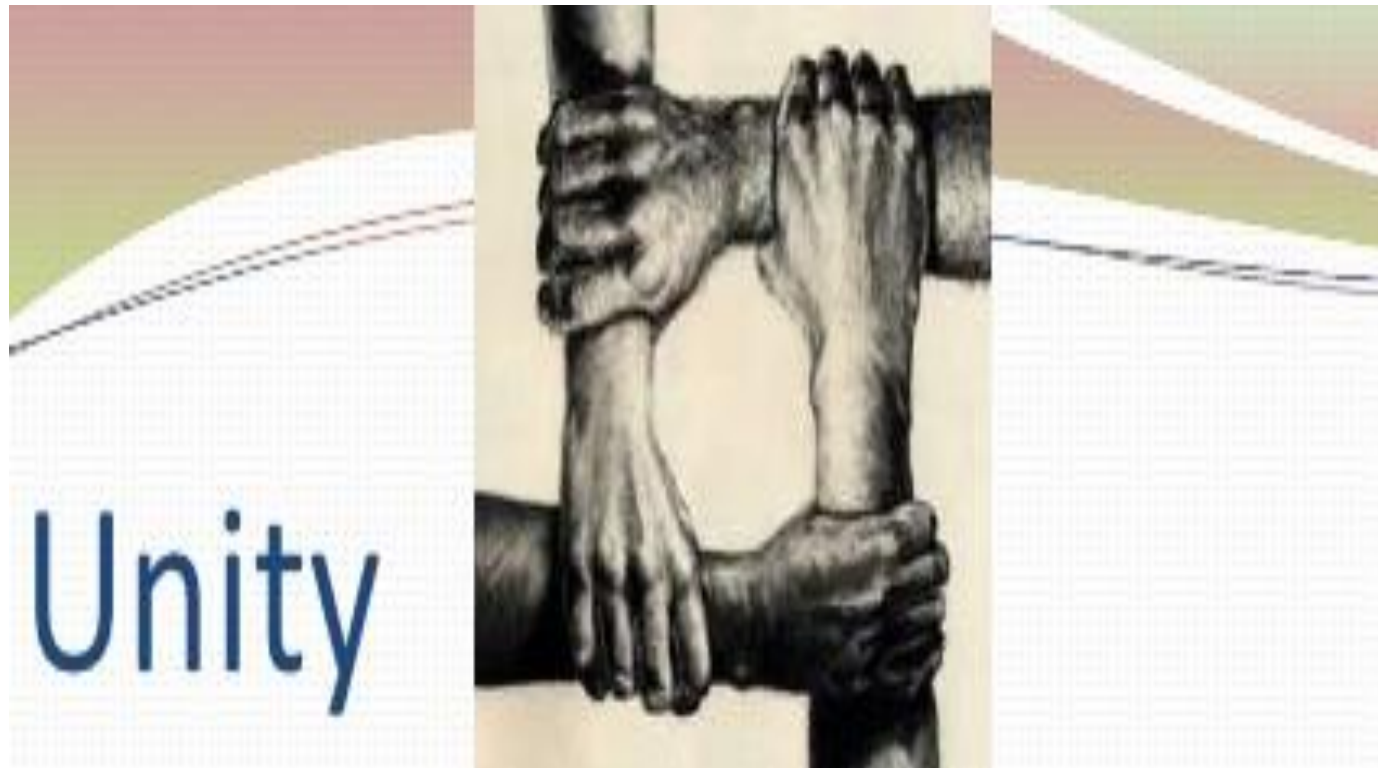
Coherence

Order

Completeness

Emphasis

Qualities of a Good Paragraph



Qualities of a Good Paragraph

- Unity refers to the contribution of each sentence, within a given paragraph, to the completion of the idea or thought initiated by the topic sentence.

Unity can be achieved by explaining , defining, analyzing, comparing or contrasting , illustrating, enumerating, arguing or giving examples or details

Qualities of a Good Paragraph

- Coherence refers to the logical arrangement of sentences in a paragraph such that ideas flow smoothly from one sentence to another without digressing from the main topic

Coherence can be achieved by:

- arranging sentences in logical order to avoid thought gaps.
- using transition -words or phrases between sentences to emphasize the relationship between ideas of the sentences.

Qualities of a Good Paragraph

Sentences in logical order :

- use parallel structures – these are words, phrases, clauses or sentences with the same grammatical structure to create emphasis or draw attention to the controlling idea.
- are consistent in verb tense.
- are uniform in point of view

Qualities of a Good Paragraph

One of the best ways to show coherence is to use transition words.

Transition words, phrases and sometimes sentences are grammatical structures that create a link between ideas, sentences and even paragraphs. They help to express or communicate ideas, information clearly and concisely.

Relationships Transition Words

Show

Order: first, second, next, then ,
last, finally

Location: above, across, against,
along, among, around, behind,
below ,beneath, beside ,between
,by, down, in back of , in front of,
inside, into, near off, on top of,
outside, over , throughout, to
the right ,under

Relationships Transition Words Show

Time: about, after, at, before, during, until, meanwhile, today, tomorrow, yesterday, next, soon, later, finally, then, when

Comparison: in the same way, similarly, likewise, as, also

Relationships Transition Words

Show

Contrast: but, yet, otherwise, however, on the other hand, still, although, even though

Conclusion: as a result, finally, last, in conclusion, therefore, in summary

Emphasis: again, for this reason, in fact

Qualities of a Good Paragraph

- Order refers to the quality that gives the paragraph a specific direction.

Order may be achieved by:

- arranging the sentences according to time in which the events take place (Chronological order)
- order of importance using deductive or inductive method of development
- logical arrangement of details

Qualities of a Good Paragraph

- Completeness refers to the inclusion of sufficient information to support the main idea of the paragraph. Only evidence and details that work adequately together should be included in the paragraph. Irrelevant sentences that distract from the main idea should be eliminated from the paragraph.

Qualities of a Good Paragraph

A well-developed paragraph can be achieved by:

- using examples and illustrations
- using data (facts, statistics, evidences, details, charts, etc.)
- examining testimonies (quotes and paraphrases)
- telling a story or an anecdote
- defining terms used in the paragraph
- comparing and contrasting ideas

Qualities of a Good Paragraph

- evaluating causes and reasons
- examining effects and consequences
- analyzing the topic
- describing the topic
- creating a chronology of the event

Qualities of a Good Paragraph

- Emphasis –refers to the placement of important ideas in the paragraph so that they can be made prominent.

Important ideas can be made prominent through:

- the position in the paragraph. They can be found either at the beginning or the end.
- the use of parallel grammatical structures.
- the repetition of key words.
- the arrangement of words in a logical manner

Qualities of a Good Paragraph

1. Clinical analysis further suggests that physical exercise greatly improves the ability to focus on academic materials.
2. Clearly, physical exercise is just one of the necessary ingredients for improving student scores on standardized tests.
3. In fact, studies have shown that students who enjoy a recess of more than 45 minutes consistently score better on tests immediately following the recess period
4. Students require more recreational time in order to better focus on lessons in class.
5. Longer periods of recess are clearly required to allow students the best possible chances of success in their studies.

Qualities of a Good Paragraph

The sentences in the previous slide constitute one paragraph.

The topic sentence is sentence # 4-
"Students require more recreational time in order to better focus on the lesson." This is the main idea or controlling idea of the paragraph. As controlling idea, it restricts the details of information to be included in the paragraph.

Qualities of a Good Paragraph

The first sentence to support the topic sentence is: “In fact, studies have shown that students who enjoy a recess of more than 45 minutes consistently score better on tests immediately following the recess period.”

This is the detail that supports the claim for longer recreational time. The benefit is that students score better in tests.

Qualities of a Good Paragraph

The second supporting sentence is sentence # 1 that states “Clinical analysis further suggests that physical exercise greatly improves the ability to focus on academic materials.”

The word “further” is the clue that indicates there has been a previous assertion to support the topic sentence.

Qualities of a Good Paragraph

The third supporting sentence is sentence # 2 that states “Clearly, physical exercise is just one of the necessary ingredients for improving student scores on standardized tests.

The mention of physical exercise is in reference to physical exercise mentioned in sentence #1. The arrangement of the sentences show a smooth flow from one idea to another, a characteristics of coherence.

Qualities of a Good Paragraph

The closing sentence is sentence # 5 which states, “Longer periods of recess are clearly required to allow students the best possible chances of success in their studies.”

This sentence summarizes the supporting sentences detail and is considered as a restatement of the topic sentence.

Qualities of a Good Paragraph

Students require more recreational time in order to better focus on lessons in class. In fact, studies have shown that students who enjoy a recess of more than 45 minutes consistently score better on tests immediately following the recess period. Clinical analysis further suggests that physical exercises greatly improves the ability to focus on academic materials. Clearly, physical exercise is just one of the necessary ingredients for improving student scores on standardized tests. Longer periods of recess are clearly required to allow students the best possible chances of success in their studies.

Qualities of a Good Paragraph

As already stated before, this paragraph exhibits coherence in the arrangement of ideas in a logical order. Each sentence in the paragraph contributes to the completion of idea of the topic sentence. It exemplifies unity and completeness. Emphasis is shown in the use of transition words clearly and in fact.

Qualities of a Good Paragraph



Qualities of a Good Paragraph

Choose from the given choices the missing fact in the sentences below.

1. A good paragraph possesses X qualities.

a) 3

c) 5

b) 4

d) 6

2. The order in which the sentences are arranged according to the sequence of events as they happen is called X.

a) logical

c) orderly

b) spatial

d) chronological

Qualities of a Good Paragraph

3. When a writer uses parallel structures, he is displaying X characteristics of a paragraph.

- a) Unity
- b) Completeness
- c) Emphasis
- d) Order

4. Which of these improves a paragraph through the use of transition devices?

- a) Unity
- b) Completeness
- c) Emphasis
- d) Coherence

Qualities of a Good Paragraph

5. As each sentence contributes to adequate development of ideas in a paragraph, the paragraph displays X.

a) Unity

c) Order

b) Coherence

d) emphasis

6. Supporting details of the paragraph can be found in X.

a) Clincher

c) Paragraph Body

b) Topic sentence

d) Conclusion

Qualities of a Good Paragraph

7. Which of these is a transition device that indicates time?
- a) Meanwhile
 - b) Therefore
 - c) as a result
 - d) otherwise
8. Repetition of key words is a property of X.
- a) unity
 - b) completeness
 - c) emphasis
 - d) order

Qualities of a Good Paragraph

9. Important ideas gain prominence if they are found in X.

- a) the beginning of the paragraph only.
- b) the end of the paragraph only.
- c) the middle of the paragraph.
- d) The end or beginning of the paragraph.

10. “Finally” is a transition word that indicates X.

- a) emphasis, location, order
- b) time, comparison, contrast
- c) order, time, conclusion
- d) contrast, order, conclusion

Qualities of a Good Paragraph



Qualities of a Good Paragraph

Use an appropriate transition word listed below to fill up the blanks in the sentence. Use a word only once.

Yesterday, As soon as , Afterwards, A moment later,
Then, When

_____ I went to work early to get some extra filing done. _____ I got there, the phone started ringing. _____ my boss walked in. _____ , he asked me to type up a letter for him. _____ he asked me to make arrangements for a client to stay in a hotel overnight. _____ I looked at my watch, it was already 11 o'clock.

Qualities of a Good Paragraph

Number the sentences below in the order that they should appear in a unified and coherent paragraph

_____ a) Second, it will improve your vocabulary.

_____ b) Third, it will improve your overall reading comprehension and you'll understand more of what you read.

_____ c) There are many benefits to reading more often.

_____ d) In addition, reading more will introduce you to new information and ideas.

Next slides please

Qualities of a Good Paragraph

_____ e) First of all, it will increase your reading speed, so that you can read more in less time.

_____ f) Most importantly, it will broaden your understanding of yourself and of other people.

Qualities of a Good Paragraph

If you got a score of 6 or less in the practice exercise, please review the notes on Qualities of a Good Paragraph before taking the quiz.

Please look over the uploaded Powerpoint notes in Quia and check whether there are other facts you need to include in your Cheat Sheet.

Qualities of a Good Paragraph

Choose from the given choices the missing fact in the sentences below.

1. A good paragraph possesses X qualities.
 - a) 3
 - b) 4
 - c) 5
 - d) 6
2. The order in which the sentences are arranged according to the sequence of events as they happen is called X.
 - a) logical
 - b) spatial
 - c) orderly
 - d) chronological

Qualities of a Good Paragraph

3. When a writer uses parallel structures, he is displaying X characteristics of a paragraph.

- a) Unity
- b) Completeness
- c) Emphasis
- d) Order

4. Which of these improves a paragraph through the use of transition devices?

- a) Unity
- b) Completeness
- c) Emphasis
- d) Coherence

Qualities of a Good Paragraph

5. As each sentence contributes to adequate development of ideas in a paragraph, the paragraph displays X.

a) **Unity**

c) Order

b) Coherence

d) emphasis

6. Supporting details of the paragraph can be found in X.

a) Clincher

c) **Paragraph Body**

b) Topic sentence

d) Conclusion

Qualities of a Good Paragraph

7. Which of these is a transition device that indicates time?

a) **Meanwhile**

c) as a result

b) Therefore

d) otherwise

8. Repetition of key words is a property of X.

a) unity

c) emphasis

b) completeness

d) **order**

Qualities of a Good Paragraph

9. Important ideas gain prominence if they are found in X.

- a) the beginning of the paragraph only.
- b) the end of the paragraph only.
- c) the middle of the paragraph.
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- c) order, time, conclusion
- d) contrast, order, conclusion

Qualities of a Good Paragraph

Use an appropriate transition word listed below to fill up the blanks in the sentence. Use a word only once.

Yesterday, As soon as , Afterwards, A moment later, Then, When

Yesterday I went to work early to get some extra filing done. **As soon as** I got there, the phone started ringing. **Then**, my boss walked in. **A moment later**, he asked me to type up a letter for him. **Afterwards** he asked me to make arrangements for a client to stay in a hotel overnight. **When** I looked at my watch, it was already 11 o'clock.

Qualities of a Good Paragraph

Number the sentences below in the order that they should appear in a unified and coherent paragraph

- 3 a) Second, it will improve your vocabulary.
- 4 b) Third, it will improve your overall reading comprehension and you'll understand more of what you read.
- 1 c) There are many benefits to reading more often.
- 4 d) In addition, reading more will introduce you to new information and ideas.

Next slides please

Qualities of a Good Paragraph

- 2 e) First of all, it will increase your reading speed, so that you can read more in less time.
- 6 f) Most importantly, it will broaden your understanding of yourself and of other people.

Module 4 Lesson 1: Qualities of a Good Paragraph Quiz

1. Please proceed to [www. Quia.com/web](http://www.Quia.com/web)
2. On the space provided, enter your log in name and your password.
3. Under “Quiz”, please select Module 4, Lesson 2, Quiz 1
4. Follow the instructions in the quiz.
5. Follow these same steps when you go to succeeding quizzes after every lesson.

End of Module 4, Lesson 2

