

WRITING SKILLS

Worksheet

Write paragraphs



WRITING TIP

STUDY SKILLS: Sentence order

In each paragraph, always write sentences in a logical order. One point may sometimes need to be explained before another. Cause and effect sentences must be in the right order so the reader can clearly understand.

This Writing Worksheet is about writing paragraphs. The tasks will help you to understand the function of different sentences within a paragraph, and how to put sentences together to make good paragraphs.

Practice

1 Match the sentences to the headings.

Topic sentences	Supporting sentences	Concluding sentences
_____	_____	_____
_____	_____	_____

- a So, that is why it is a good idea to learn a foreign language.
- b Firstly, let us look at the advantages of university life.
- c Also, if you eat at home, you can cook your food exactly as you like it.
- d Another point is that you can choose your friends – but not your family.
- e Therefore, we should try to follow this kind of diet, eating a lot of fruit and vegetables but no processed food.
- f To begin with, there are many ways that people can spend their free time.

2 The sentences are from two different paragraphs on different topics. Which sentences are from paragraph A and which are from paragraph B?

- a There are many fantastic events people celebrate around the world. _____
- b This is because you can do important tasks by midday and relax in the evening. _____
- c For these reasons, the early start seems preferable. _____
- d Some examples are Thanksgiving in the USA and *Songkran* in Thailand _____
- e These events are all different, but they all involve celebrating and having fun. _____
- f Some people believe it is better to wake up early in the morning. _____

3 Now you have sorted the sentences from Exercise 2 into separate paragraphs, put the sentences of each paragraph in the correct order. Write the sentence letters (a–f).

- A 1 _____
- 2 _____
- 3 _____
- B 1 _____
- 2 _____
- 3 _____

- 4** We use paragraphs to make reading easier by breaking information into smaller, more easily readable chunks. Read the review and mark where the text should be broken into paragraphs.

This review is about two different models of smartphone. It will compare them to decide which one we believe is better. First, we looked at the ABC smartphone. It had a good screen size, long battery life and was light to carry. All in all, it was a nice phone. Second, we considered the Sakro smartphone and compared it to the ABC smartphone. Although it was cheaper, we found it was not as good because its battery life was not as long, and it was heavier, too. Therefore, with these disadvantages, it does not seem a great option. In conclusion, unless you want a cheap phone, we would recommend the ABC smartphone. This is because it has better functions than the Sakro smartphone.

- 5** A strong topic sentence will help you write a good paragraph. Read the supporting sentences and write an appropriate topic sentence to go before each one. There are words in brackets to help you.

a (paid / more)

Topic sentence: _____

Supporting sentence: Sometimes the reason for this is that the job is dangerous, or it may take many years of study to qualify for the position.

b (problems / education)

Topic sentence: _____

Supporting sentence: Two of the most common problems in my country are that there are too many students in each class, and they are given too much homework.

c (kinds / natural disaster)

Topic sentence: _____

Supporting sentence: Droughts, earthquakes and tsunamis are some of the disasters which can cause so much trouble.

- 6**  Compare your sentences to your partner's. Are they similar?

- 7** Read the two supporting sentences and use the signal phrase to write a concluding sentence.

a **Supporting sentences:** One difficulty many students have when speaking English is finding the right word. Also, some students do not like to make mistakes in front of their classmates.

Concluding sentence: To summarize, _____

b **Supporting sentences:** The film was exciting because there was a lot of action. However, the acting was not very believable.

Concluding sentence: Therefore, _____