


WRITING TIP

STUDY SKILLS: Write in paragraphs

In your writing, remember to explore one idea per paragraph. Use a topic sentence to introduce the main idea of the paragraph. Then use each sentence in the paragraph to develop the idea from the previous sentence. You can include reasons and examples. When the idea is fully developed, that is the end of the paragraph.

This Writing Worksheet looks at how to support your writing by including examples and reasons. This gives more strength to your writing and makes it more interesting to the reader.

Practice


- 1**  Read the topic sentences and make notes about how you could support them in a paragraph. Can you give reasons? Can you think of any good examples? Discuss with a partner.

Topic sentence	Reasons/Examples
a Technology has greatly helped in the field of education.	
b Governments should subsidize sports for the young.	
c One of the most useful life skills to learn is that of organization.	
d Being able to work flexible hours definitely has advantages.	

- 2** Using the information you discussed in Exercise 1, complete the paragraphs.

- a** Technology has greatly helped in the field of education. For example, _____,¹ assignments and project work all benefit from the ability students have to use _____² as a resource. Furthermore, people can now do _____,³ or at least complete part of their education from home. In addition, science and technology subjects have _____.⁴
- b** Governments should subsidize sports for the young. The main reason for this would be that people could develop _____⁵ and an active lifestyle while _____.⁶ This would actually save the government money, because people would be healthier and so would need less _____⁷ in later life. _____⁸ with free access to all, for example, would actually be an investment for governments.

- c** One of the most useful life skills to learn is that of organization. The reason for this is that, without organization, most people will _____.⁹ Organization is necessary in so many areas of life. For example, it is difficult to succeed in the academic world unless you are organized _____.¹⁰ In addition, having the skill of organization means you can compartmentalize things so that you can _____.¹¹
- d** Being able to work flexible hours definitely has advantages. Research has shown that _____¹² can go up when people choose the hours they work. This is partly because they can fit work in around the other things that they have in their lives. For instance, people with _____¹³ can still hold down a job if their manager is prepared to be flexible about _____.¹⁴


3  **Read the topic sentences and choose the option that best matches your beliefs. Discuss possible ways of supporting these topic sentences. You might want to take notes. Then develop each one into a full paragraph like those in Exercise 2.**

Topic sentence	Reasons/Examples
a Taking a gap year <i>is / is not</i> a good idea.	
b The salary <i>should be / should not be</i> the most important deciding factor when applying for a job.	
c Knowledge of foreign languages <i>is / is not</i> essential in today's climate.	

4 **Write a paragraph related to a subject you have studied.**

- You can use structures from the paragraphs in Exercises 2 and 3.
- Aim to include a topic sentence, at least one sentence of explanation, and one example.
- Remember to stop writing when you have said everything you need to about the topic sentence.

Reflect

5  **Plan out another paragraph using the paragraph plan – perhaps about something else related to your studies.**

- You don't need to include all the supporting sentences suggested.
- Make sure you do something similar the next time you do a piece of academic writing.

Topic sentence	
Reasons	
Examples	
Suggestions	
Expected results	