

Lesson 01 : Introduction to Paragraph Writing

1. What is a paragraph ?

A paragraph is a group of related statements that a writer develops about a topic. The first sentence states the specific point, or idea, of the topic. The rest of the sentences in the paragraph support that point. There are different kinds of paragraphs that we will learn in the coming sections.

2. Formatting a Paragraph

Margins

A paragraph must have a margin on the right and a margin on the left. This means that the paragraph begins 1 inch or 1 1/4 inches from the edge of the paper.

Spacing

A paragraph should be double-spaced.

Indenting

The first sentence of a paragraph must be indented. This means that it begins five spaces in from the left margin. Indenting shows the reader that a new paragraph is beginning. On a computer, you can indent with the Tab key.

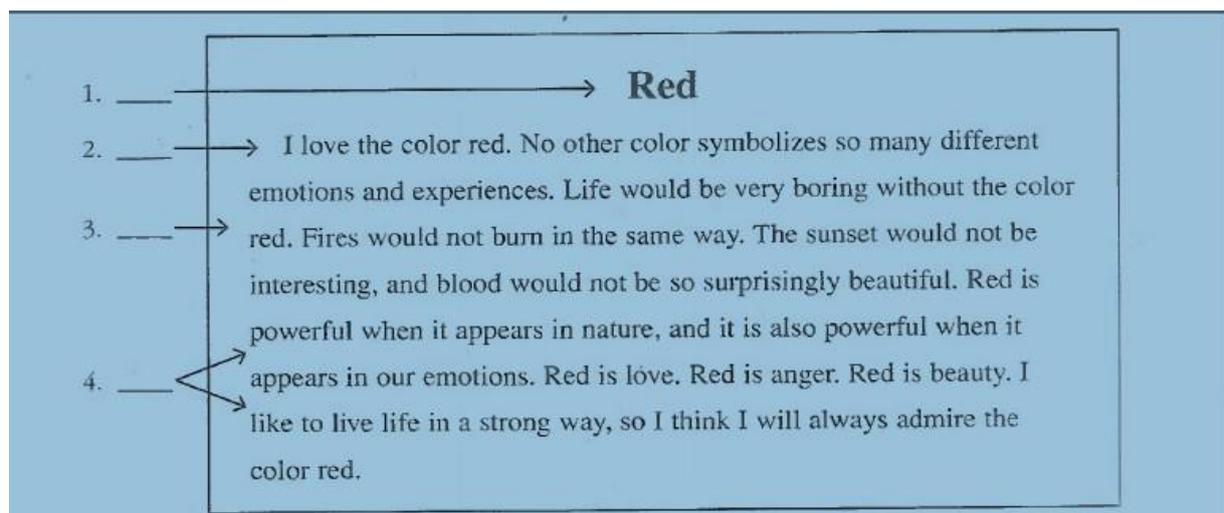
Connected Sentences

The sentences in a paragraph should follow each other. It is not a paragraph if every sentence begins on a new line. A well-supported paragraph has at least 5 sentences and often more.

Title

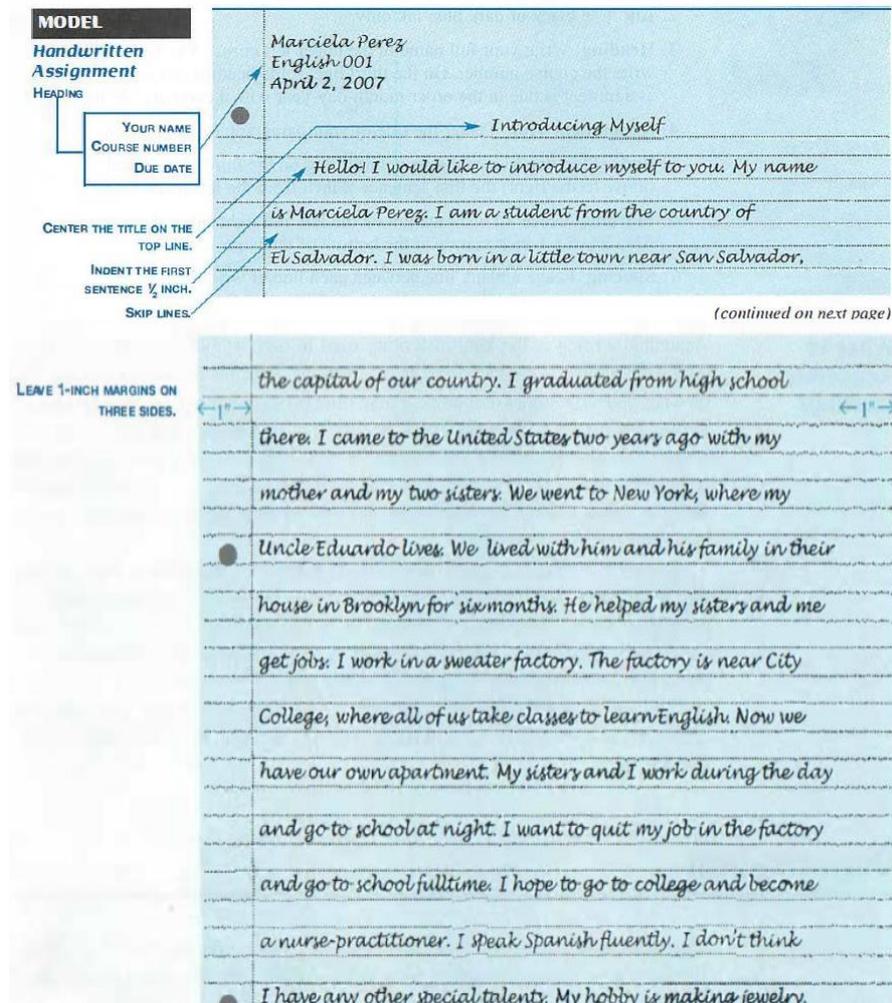
A paragraph by itself usually has a title. This is one word or a group of words that tells what the topic is.

Consider the following example :



1. Title
2. Indentation
3. Margin
4. Spacing

When you hand write your paragraph you make it looks like the example below :



Respect these instructions :

1. **Paper** Use three-hole paper. The three holes should be on the left side as you write. Write on one side of the paper only.
2. **Ink** Use black or dark blue ink only.
3. **Heading** Write your full name in the upper left corner. On the next line, write the course number. On the third line of the heading, write the date the assignment is due in the order month-day-year with a comma after the day.
4. **Assignment Title** Center the title of your paragraph on the first line.
5. **Body** Skip one line, and start your writing on the third line. Indent (move to the right) the first sentence 1/2 inch from the left margin.
6. **Margins** Leave a 1-inch margin on the left and right sides of the paper. Also leave a 1-inch margin at the bottom of the page.
7. **Spacing** Leave a blank line between each line of writing.