

Writing a Paragraph

Name _____

Date _____

Use the following checklist organizer to ensure that any paragraph you write contains all the components needed to be effective. Use complete sentences to fill in the parts needed to build your paragraph. Check off each part as you complete it.

<input type="checkbox"/> Topic Sentence	
Supporting point 1 <input type="checkbox"/> Supporting detail or <input type="checkbox"/> Explanation	
Supporting point 2 <input type="checkbox"/> Supporting detail or <input type="checkbox"/> Explanation	
Supporting point 3 <input type="checkbox"/> Supporting detail or <input type="checkbox"/> Explanation	
<input type="checkbox"/> Concluding Sentence	



Editing Tips

- Check the number of supporting details and explanations in your paragraph by highlighting supporting details or facts in one colour and explanations in another.
- Think about the order of the supporting points. Make sure they are organized in the way that makes the most sense.
- Be sure that all supporting details and explanations are accurate and relevant. They should clearly connect to the topic sentence.
- Don't forget a concluding sentence. This reinforces what you have said and signals the end of the paragraph.
- Try using transition words and phrases (e.g., in addition, therefore, as a result, because) to help move smoothly between supporting points.
- Proofread carefully to ensure that you have used complete sentences and accurate spelling, grammar, and punctuation.