

# PARAGRAPH ORGANIZATION 1

## Worksheet 1: What is an introductory paragraph?

### Exercise 1

Read the paragraph.

This is the introductory paragraph for an essay.

What is the title of the essay?

- a The oldest person in your family
- b Lucky people
- c A special family member

Family is the most important thing in the world. It was difficult to choose a family member to write about because they are all very special. In the end, I decided to tell you about the oldest member of my family, my grandfather. First I will tell you about his life in the past, then about my life with him now.

Tick (✓) the correct information about introductory paragraphs.

An introductory paragraph:

- is in the middle of the essay.
- is at the start of the essay.
- tells the reader what you will write about in the essay.
- tells the reader how you will organize your ideas.
- gives examples to support your ideas.
- explains and gives small details.
- should make the reader interested in reading the essay.
- should tell the reader everything they need to know so they don't need to read the essay.

### Exercise 2

Read the essay title.

**'Describe your favourite room'**.

Choose the best introductory paragraph.

I really like it. It is my favourite and it is much better than all the others.	Our house is quite large and I like most rooms in it. In this essay, I would like to tell you why. My favourite room is my bedroom.
Our house is quite large and I like most rooms in it. However, my favourite room is my bedroom. In this essay, I would like to tell you why.	My bedroom has two large windows which look onto the garden. It is painted blue, and I have a red and blue rug on the floor.

What is the problem with the other two paragraphs?

#### Problems:

- The sentences are not well organized.
- It doesn't tell the reader what the essay is about.
- It gives details and examples, and not a general introduction.

#### Introductory paragraphs:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Worksheet 2: Using introductory paragraphs

### Exercise 1

Choose the best introductory paragraph – A, B or C – to go with the next paragraph.

<p>A Some people think it is good to go on holiday every year. Other people think it is a waste of time. In this essay, I will look at the pros and cons of holidays.</p>	<p>B I have been on several holidays which weren't very good. However, my last holiday was the worst holiday I have ever had.</p>	<p>C Going on holiday is a great way to spend time with your family. I love going on holiday with my parents and brothers and sisters. Let me tell you why.</p>
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The holiday started well. The weather was beautiful and the views from the hotel were fantastic. There was so much to do – tennis in the morning, walks after lunch, dinner on the terrace. We thought nothing could go wrong. It was only after a couple of days that we began to notice the problem.

Why do the other two introductory paragraphs not match the second paragraph?.....  
.....

What is a good title for the essay? .....

### Exercise 2

Choose one of the other two introductory paragraphs from Exercise 1. What would be a good title? Write the title and the next paragraph.

<p>Title: .....</p> <p>Introductory paragraph:    <b>A</b>   or   <b>B</b>   or   <b>C</b></p> <p>Body paragraph: .....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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### Exercise 3

The second and third paragraphs in an essay are called *body paragraphs*. Tick (✓) the things you do in a body paragraph.

<p><input type="checkbox"/> introduce the essay</p> <p><input type="checkbox"/> give examples</p> <p><input type="checkbox"/> give more details</p> <p><input type="checkbox"/> repeat the main idea</p> <p><input type="checkbox"/> describe things</p>	<p><input type="checkbox"/> explain your ideas</p> <p><input type="checkbox"/> give a conclusion</p> <p><input type="checkbox"/> give new information</p> <p><input type="checkbox"/> support your opinions</p> <p><input type="checkbox"/> tell the story</p>
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## Worksheet 3: Body paragraphs

### Exercise 1

Write the sentences in the correct order to make a good paragraph.

<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>This is where he stayed and then went to university. For example, at the age of two the family moved to Hong Kong. Simon's early life was very interesting. Later, when he was a teenager, his family decided to stay in Australia. When he was very young, he lived in several different countries because his father travelled for business.</p>
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Underline the topic sentence in your paragraph above. Double underline two supporting ideas.

Circle an example and an explanation.

### Exercise 2

Which of the two introductory paragraphs below does the body paragraph in Exercise 1 match?

<p><b>Introductory paragraph 1</b> I really like travelling. I have been to Hong Kong and I want to go to Australia. I think I will go there with my friend, Simon, when I finish university.</p>	<p><b>Introductory paragraph 2</b> I have several good friends, but my best friend is Simon. We have known each other for four years, and we live in the same street. This wasn't always the case.</p>
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### Exercise 3

Here is the introduction and topic sentence for another essay with the title '**My favourite sport**'. Choose the next four sentences to complete the body paragraph. Number them in order.

<p><b>Introductory paragraph</b> Feeling healthy and strong is important to me, so I play lots of sports. I like individual sports like running, but my favourite sports are team sports, and my favourite team sport is basketball.</p>	<p><b>Body paragraph 1</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> You can also throw the ball.</li> <li><input type="checkbox"/> However, I don't like playing football.</li> <li><input type="checkbox"/> The aim of this game is to shoot the ball through the hoop and to score points.</li> <li><input type="checkbox"/> However, you cannot walk with the ball, but you can run and bounce the ball at the same time.</li> <li><input type="checkbox"/> Basketball is a team game with five players on each side.</li> <li><input type="checkbox"/> The best time for running is in the evening.</li> </ul>
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Circle the information that you think will be in the next body paragraph.

<p>what the person feels about basketball</p> <p>information about football</p> <p>how to make a basketball</p> <p>how often the writer watches sport on TV</p>	<p>where the writer plays basketball</p> <p>how often the writer plays basketball</p> <p>how many people play sports in the world</p> <p>healthy eating</p>
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## PARAGRAPH ORGANIZATION 2

### Worksheet 1: Concluding paragraphs

#### Exercise 1

Read the paragraph.

This is the concluding paragraph for the essay in Paragraph Organisation 1, Worksheet 3, Exercise 3, 'My favourite sport'.

I hope I have shown you how important basketball is to me. As I said at the start, I play lots of sports, but basketball really is my number one game. You should try it too!

Tick (✓) the correct information about concluding paragraphs.

A concluding paragraph:

- is in the middle of the essay.
- is at the end of the essay.
- reminds the reader what you wrote about in the essay.
- tells the reader how you will organize your ideas.
- gives new information about the main topic.
- gives a summary of your opinion.
- repeats the main point.
- often has an interesting sentence to finish.

#### Exercise 2

Which three paragraphs are introductory paragraphs (write **IP**) and which three are concluding paragraphs (write **CP**)?

Match the concluding paragraphs to the introductory paragraphs.

<input type="checkbox"/> Many people love eating out in restaurants. However, as well as lots of advantages, there are several disadvantages to eating out. I will start by exploring the advantages.	<input type="checkbox"/> There are many restaurants in my city which I visit with my family and friends. However, my favourite restaurant is the local one, at the end of our street, near my home.
<input type="checkbox"/> In conclusion, eating together, at home or out in restaurants, is one of the most important things we can do as a family. This has always been the case in the past in our culture, and it should be in the future too.	<input type="checkbox"/> To sum up, I agree that eating out can lead to eating too much fast food. However, in general there are more advantages than disadvantages to going to restaurants. Just be careful what you choose!
<input type="checkbox"/> So you can see there are many reasons to visit this restaurant. Food, price, location – there is not a single disadvantage with going there. Try it for yourself!	<input type="checkbox"/> Eating together is a very important part of our culture. Families need to spend lots of time together to be happy and close, and eating together is a good way to do this. In this essay I will give reasons for my opinion.

## Worksheet 2: The beginning, middle and end

### Exercise 1

Which paragraphs are part of Essay A and which are part of Essay B?

Write A or B next to the paragraphs.

Then write numbers 1 – 4 next to the paragraphs for Essay A and Essay B to put them in order.

- **Essay A: Our family car**
- **Essay B: The pros and cons of cars**

<input type="checkbox"/> The biggest disadvantage of the car is the pollution it makes. Cars are not good for the environment. Another disadvantage is that they also make our cities crowded and noisy.	<input type="checkbox"/> In my opinion, therefore, cars have more advantages than disadvantages. The disadvantages of cars are serious, but with better cars in the future, these problems will become smaller and we will be able to continue enjoying the freedom cars give us.
<input type="checkbox"/> Let's start with a description. The car is big and white. It is a four-wheel drive and goes quite fast, though my father is a very safe driver. Eight people can sit in it – that's just enough seats for all my family. The seats are dark blue and very comfortable.	<input type="checkbox"/> This car is special for all of us. We have had it for two years and everyone loves it. We have happy times when we go out together in the car, especially when we go on picnics in the desert.
<input type="checkbox"/> The major advantage of a car is that you are free to travel where and when you want to. You do not need to wait for a taxi or a bus. A second advantage is that the car is private; it is for you and your family only.	<input type="checkbox"/> In conclusion, a car can be very important. Our car helps our family a lot and gives us special times together when we travel in a group. We even miss it when it goes to the garage for repairs!
<input type="checkbox"/> Cars are very important for most families and our family is no different. People in my family drive several cars, but I would like to tell you about our big car, our car for 'all the family'.	<input type="checkbox"/> Cars are a very important for most people in the modern world. They offer lots of advantages, but they also come with disadvantages. In this essay, I will discuss both.

Underline the words and phrases which helped you to decide the about essays and the order.

# Worksheet 3: Concluding paragraphs

## Exercise 1

Describe the favourite thing that you own.

**Introductory paragraph:**.....  
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**Body paragraph 1:** .....  
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**Body paragraph 2:** .....  
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**Concluding paragraph:** .....  
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Read your essay **and check:**

	✓
Spelling (use a dictionary)	
Punctuation <i>capital letters, full stops, commas</i>	

## Exercise 2 Writing a Final Draft

Make corrections and write out the essay again neatly.