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Paragraph Format

When you write a paragraph in English, you must use correct paragraph format. Read the rules for paragraph format in the list below. Then, look at the diagram. Put the number of the appropriate rule in the square(s).

- 1. Put your name and the date in the upper righthand corner.
- 2. Center your title on the next line.
- 3. Indent the first sentence by using the tab key or by going in five spaces to the right.
- 4. Start each sentence with a capital letter.
- 5. End each sentence with a period, a question mark, or an exclamation point.
- 6. Begin each sentence where the previous sentence ends.
- 7. Write on every other line. This is called double-spacing.
- 8. Put margins of about one inch on each side of the paper.

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ELEMENTS OF A PARAGRAPH (EXAMPLE)

I. Topic Sentence

The topic sentence is the first sentence in a paragraph. It introduces the main idea of the paragraph.

How do I write one? Summarize the main idea of your paragraph. Make clear what your paragraph will be about.

Example: Canada is one of the best countries in the world to live in. First, Canada has an excellent health care system. All Canadians have access to medical services at a reasonable price. Second, Canada has a high standard of education. Students are taught by well-trained teachers and are encouraged to continue studying at university. Finally, Canada's cities are clean and efficiently managed. Canadian cities have many parks and lots of space for people to live. As a result, Canada is a desirable place to live.

II. Supporting Details

They come after the topic sentence, making up the body of a paragraph. They give details to develop and support the main idea of the paragraph.

How do I write one? You should give supporting facts, details, and examples.

Example: Canada is one of the best countries in the world to live in. First, Canada has an excellent health care system. All Canadians have access to medical services at a reasonable price. Second, Canada has a high standard of education. Students are taught by well-trained teachers and are encouraged to continue studying at university. Finally, Canada's cities are clean and efficiently managed. Canadian cities have many parks and lots of space for people to live. As a result, Canada is a desirable place to live.

III. Closing Sentence

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The closing sentence is the last sentence in a paragraph. It restates the main idea of your paragraph.

How do I write one? Restate the main idea of the paragraph using different words.

Example: Canada is one of the best countries in the world to live in. First, Canada has an excellent health care system. All Canadians have access to medical services at a reasonable price. Second, Canada has a high standard of education. Students are taught by well-trained teachers and are encouraged to continue studying at university. Finally, Canada's cities are clean and efficiently managed. Canadian cities have many parks and lots of space for people to live. As a result, Canada is a desirable place to live.