



Writing a Paragraph

A basic paragraph generally follows this plan:

- Indent the first sentence. Use double-spacing.
- Introduce the topic and controlling idea in a **topic sentence**. The topic sentence is usually the first sentence. The **topic** is who or what you're writing about. The **controlling idea** is the one idea you are going to describe about the topic. It is the "umbrella" for all of the supporting details.
- Provide three supporting details that back up your controlling idea. They may be examples, facts, reasons or descriptions.
- Conclude with a sentence, often a restatement of the topic sentence
- Title your paragraph. Underline your title. Use capitals in your title.

Paragraph Outline:

Topic Sentence:

My dog Fifi is my best friend.

Support 1: friendly

- a) licks my face to wake me
- b) cuddles on the sofa

Support 2: loyal

- a) stays close by
- b) listens

Support 3: understanding

- a) gives me attention
- b) often talk to her

Concluding Sentence:

I love her very much.

Paragraph Model:

My Best Friend

¹My dog Fifi is my best friend. ²First of all, Fifi is always friendly to me. ³She licks my face every morning to gently wake me up. ⁴She even cuddles with me on the sofa when I watch TV. ⁵Fifi is also very loyal. ⁶When we go for walks, she sticks close by me. ⁷I never have to worry about her running away because she faithfully listens to my commands. ⁸Finally, Fifi is very understanding. ⁹When I have a bad day, she seems to know I need her full attention. ¹⁰I often talk to her about my problems, and I immediately feel better. ¹¹To sum up, I love Fifi very much because she is always there for me.

