

**Tikrit University**  
**College of Education for Humanities**  
**English Department**



Subject: Essay

Class: 3<sup>rd</sup>

## **Paragraph Structure**

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## PARAGRAPH STRUCTURE

**Essay**: an essay is a piece of writing that is written to convince someone or something or to simply inform the reader about a particular topic.

The main components of a good essay:

1. Introduction
2. Body
3. Conclusion

### **Paragraph**

**A paragraph** is a group of related sentences that discusses one (and usually only one) main idea. The paragraph should be long enough to develop the main idea clearly.

**Word families** are groups of words that are related. Words in a word family often have similar meanings but are **different parts of speech**. For example, notice the word successful.

The words **success (noun)**, succeed (verb) ; successful (adjective) , and successfully (adverb) belong to the same word family.

#### **- PARTS OF A PARAGRAPH**

Paragraphs generally include three parts. All paragraphs have a topic sentence and supporting sentences. Most paragraphs also have a concluding sentence.

#### **THE TOPIC SENTENCE**

**A topic sentence** is the most important sentence in a paragraph. The topic sentence briefly indicates what the paragraph is going to discuss. For this reason, the topic sentence is a helpful guide to both the writer and the reader. The writer can see what information to include (and what information to exclude). The reader can see what the paragraph is going to be about and is therefore better prepared to understand it.

*Here are three important points to remember about a topic sentence:*

- A topic sentence is a complete sentence; that is, it contains at least one subject and one verb. These examples are not complete sentences because they do not contain a subject and a verb:

**INCOMPLETE** Communicating with colleagues.

**INCOMPLETE** How to improve online social networks.

- A topic sentence contains two parts: a **topic** and a **controlling idea**. It names the topic and then limits the topic to a specific area to be discussed in the space of a single paragraph.

**TOPIC**

Communication with colleagues

**CONTROLLING IDEA**

requires sensitivity and understanding.

**TOPIC**

Improving online social networks

**CONTROLLING IDEA**

can help professionals communicate.

- A topic sentence is the most general statement in the paragraph because it gives only the topic and the controlling idea. **It does not give any specific details.**

This is a general statement that could serve as a topic sentence:

The Arabic origin of many English words is not always obvious. (**Topic Sentence**) TS

This sentence is too general. It doesn't provide much guidance about what the paragraph will be about.

English has been influenced by other languages. (**Supporting Sentence**) SS

- ***The Position of Topic Sentences***

The topic sentence is usually (but not always) the first sentence in a paragraph. Experienced writers sometimes put topic sentences in other locations, but the best spot is usually right at the beginning.

*Synonyms, words with the same basic meaning, do not always have the same emotional meaning. For example, stingy and frugal both mean "careful with money."* However, calling someone stingy is an insult, but calling someone frugal is usually a compliment. Similarly, a person wants to be slender but not skinny. Therefore, you should be careful in choosing words.

At times, a topic sentence comes at the end of the paragraph. In this case, the paragraph might begin with a series of examples or facts, Then the topic sentence at the end would be the conclusion drawn from these examples or facts.

- ***SUPPORTING SENTENCES***

Supporting sentences explain or prove the topic sentence. One of the biggest problems in student writing is that student writers often fail to support their ideas adequately. You need to use specific details to be thorough and convincing. There are

several kinds of specific supporting details such as examples, facts and statistics, and quotations.

#### **- THE CONCLUDING SENTENCE**

A concluding sentence serves two purposes: It signals the end of the paragraph, and reminds the reader of the important ideas. It can do this either by summarizing the main points of the paragraph or by repeating the topic sentence in different words (**paraphrasing**).

A paragraph does not always need a concluding sentence. For example, not every paragraph in a multi-paragraph essay needs one. However, for single paragraphs, especially long ones, a concluding sentence is helpful to the reader because it is a reminder of the important points.

Never introduce a new idea in the concluding sentence. For example if this sentence were in a paragraph about different kinds of greeting cards, adding a comment about the cost of cards would add a new idea.

In conclusion, we now have a greater variety of greeting cards to choose from, but *they are also becoming very expensive*. You may want to begin your concluding sentence with one of the signals in this list. You may also end a paragraph without a formal signal.

#### **- THE WRITING PROCESS**

**Writing** is a process, and like any process, it consists of a series of steps. While the exact number of steps in the process may vary, we'll take six of them. You will be following these steps as you do the writing assignments ,so it is important that you have an idea of how each step in the process works.

##### ***Step 1 : Prewrite to get ideas.***

The first step in the writing process is to choose a topic and generate ideas. This is called **prewriting** because you do it before you begin writing. Even if a topic has already been assigned, you will still need to generate ideas about it in order to decide what you want to write.

## ***Step 2: Organize your ideas.***

Once have chosen your topic and generated your ideas, the next step is to decide you which ideas to use and how you will organize them. You need to create a plan of the main ideas and the supporting information for each of your paragraphs. Your plan can be a rough list of ideas or a formal outline. Organizing your ideas will make writing a paragraph with a topic sentence and supporting points and details much easier.

## ***Step 3: Write the first draft.***

The next step is to follow your plan and write a first draft. As you write, it is important to focus on making your ideas clear. Don't worry about grammar, punctuation, or spelling. A first draft is not supposed to be perfect.

## ***Step 4: Revise the draft.***

Once you have written your first draft, you can focus on revising it. When you revise, you change what you have written to improve it by checking the content and organization. At this stage, it is helpful to have another person's perspective on your writing. This person, usually a classmate, is called a peer reviewer. A peer reviewer's job is to read, ask questions, and comment on what is good and what might be changed or made clearer.

## ***Step 5: Edit and proofread the draft.***

In this step, you proofread your paragraph to check for possible mistakes in grammar, punctuation, spelling, and sentence structure. It helps to have a checklist.. After proofreading, edit your paper to correct your mistakes.

## ***Step 6: Write a new draft.***

The last step of the process is to write a new, final draft. Before hand in your draft to your instructor, read it once more and don't be surprised if you decide to make changes.