

**Module** : English

**Level** : 3rd year LMD

**Branch** : Accounting and Taxing

**Lecture Six : Step by step guide for writing a good paragraph**

➤ **What is writing ?**

It is the process of representing a language with symbols or letters. Writing well-composed academic paragraph is not simple, and it is tricky.

➤ **What are the main steps of writing a good paragraph ?**

**Step One : decide the topic of your paragraph :**

Before you can begin writing, you need to know what you are writing about. First look at the writing prompt or assignment topic. As you look at it , note any key terms or repeated phrases because you will want to use those words in your response. After looking at the prompt and doing some additional reading and research, you should better understand your topic and what you need to discuss.

**Step two : develop a topic sentence :**

Before writing a paragraph, it is important to think first about « the topic » and then what you want to say about the topic. The topic is easy, but the question turns to what you want to say about the topic. This concept is sometimes called « the controlling idea ». Good topic sentences should always contain both : **1- Topic 2- the controlling idea.**

**1-** The topic : is the main subject matter or idea covered in the paragraph.

**2-** The controlling idea : this idea focuses the topic by providing direction to composition.

Eg : learners can avoid plagiarizing by taking certain precautions.

Eg : there are several advantages to Online education

Eg : Effective leadership requires specific qualities that any one can develop.

**Step three : demonstrate your point :**

After stating your topic sentence, you need to provide information to prove, illustrate, clarify, and exemplify your point. What examples can i use to support my point ? how can i support my point with specific data, experiences, or other factual material ?

- ❖ Facts, details, reasons, examples.
- ❖ Information from further reading and class discussion
- ❖ Paraphrases or short quotations
- ❖ Statistics, percentages, data from research studies.
- ❖ Adding transitional or introductory phrases : for example, for instance, first, second, finally, and make sure that you are citing your sources appropriately.

#### **Step four : give your paragraph meaning**

After you have given the reader enough information to see and understand your point. You need to explain why this informaton is relevant, meaningful, or interesting.

- ❖ What does the provided information mean ?
- ❖ How does it relate to your overall point, argument, or thesis ?
- ❖ Why this information is important,significant ?

#### **Step five : Concluding your paragraph**

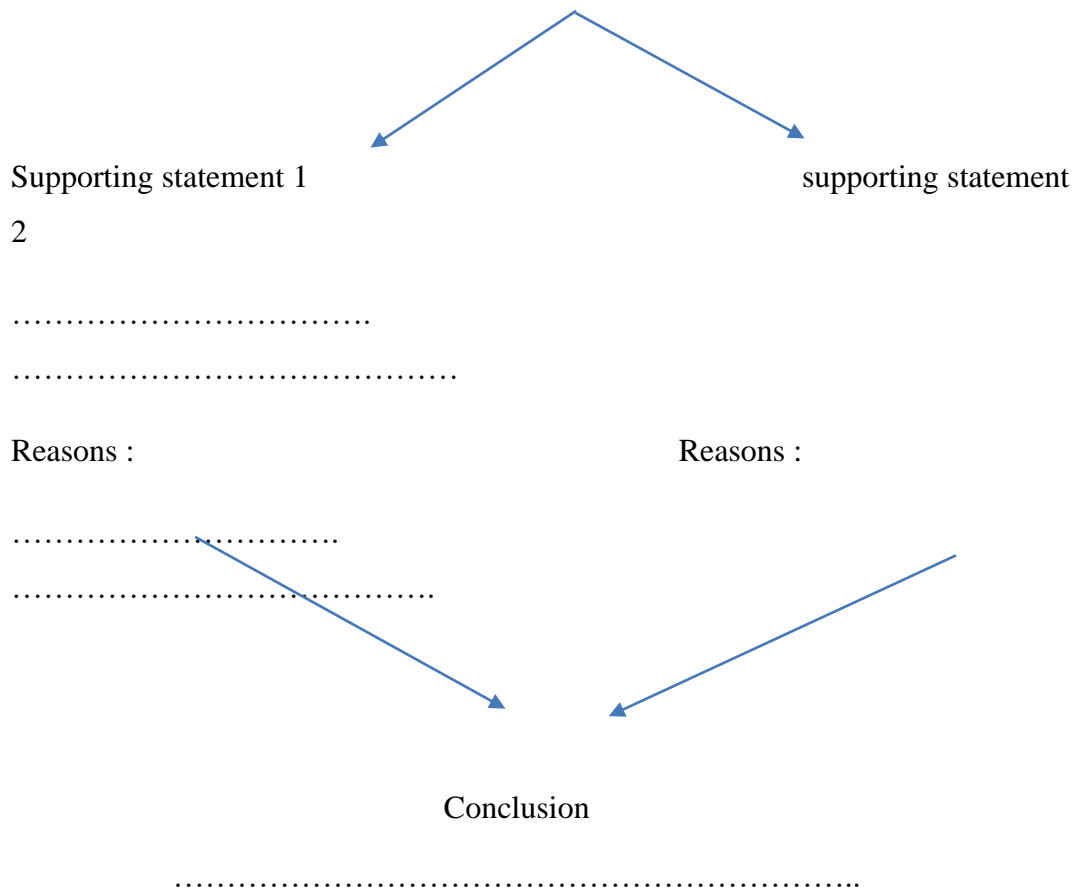
After illustrating your poit with relevant information, you should add « concluding sentence ». concluding sentences link one paragraph to the next and provide another device for helping you ensure your paragraph is unified. While not all paragraphs include a concluding sentence you should always consider whether one is appropriate.

**Activity** :suppose you were the manager of an ethical investment fund, a fund which invests only in socially responsible businesses. Write a policy statement to inform potential fund contributors about it. Follow the guidelines bellow.

- Think over the opening statement in the diagram below. Select two notes from the checklist of expanding notes that follow,and develop them into supporting statements.

#### **The opening statement :**

The people and organizations who put their money into our funds want us to invest in ethical ways, and we work hard to make their desires a reality.



**Expanding notes :**

- ❖ Avoid companies that endanger the environment.
- ❖ Not invest in certain sectors : tobacco, arms manufacturing, nuclear power, or uranium extraction
- ❖ Not place money in companies that lack ethical labour standards eg : using child labour, bad working conditions..)
- ❖ Invest in companies that balance economic growth with social responsibility.