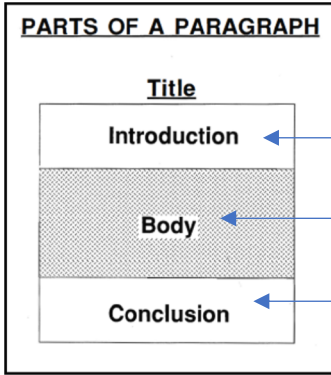


# PARAGRAPH WRITING STRATEGY QUICK REFERENCE GUIDE



Topic Sentence

Detail Sentences

Clincher Sentence

## CLUE WORDS

Many	Various	Differences
Several	Classes	Similarities
A number of	Categories	Advantages
Number ("Three")	Groups	Disadvantages
Kinds	Steps	Jobs
Types	Stages	Uses
Parts	Ways	Causes
Elements	Roles	Effects
Pieces	Features	Reasons
Members	Examples	Sources
Divisions	Characteristics	Products
Components	Functions	Variety
Different	Assortment	

### TOPIC SENTENCE

- usually the first sentence
- introduces the main idea and sometimes details

#### **General Topic Sentence**

names the main idea

#### **Clueing Topic Sentence**

names main idea and gives clues about details

#### **Specific Topic Sentence**

names the main idea and names details in order

### DETAIL SENTENCE

- discusses one of the details in a paragraph

#### **Lead-off Detail Sentence**

introduces a new detail; contains a transition

#### **Follow-up Detail Sentence**

provides more information about the detail

### CLINCHER SENTENCE

- usually the last sentence
- closes the paragraph
- names the main idea and sometimes summarizes the details
- is different from the Topic Sentence

#### **General Clincher Sentence**

summarizes the main idea and makes readers think

#### **Clueing Clincher Sentence**

names main idea and ties details with a clue word

#### **Specific Clincher Sentence**

names main idea and names details in order

### POINT OF VIEW

	<u>FIRST PERSON</u>	<u>SECOND PERSON</u>	<u>THIRD PERSON</u>
Subjects	I We	You YOU (understood)	He She It They  The house One idea The boys Marie, Jamie, Chris
Sometimes in rest of sentence	Me My Mine Myself Us Our Ours Ourselves	Your Yours Yourself Yourselves	Him Her Them Himself Herself Themselves Itself His Hers Their Theirs

## STEPS FOR WRITING A PARAGRAPH

Step 1: **S**et up a diagram.

Step 2: **C**reate the title.

Step 3: **R**eveal the topic.

Step 4: **I**ron out the details.

Step 5: **B**ind it together with a clincher.

Step 6: **E**dit your work

## TYPES OF PARAGRAPHS

**Sequential:** describes details in a special order

- Narrative: tells a story about a sequence of events
- Step-by-step: tells how to do something in order

**Descriptive:** provides a "picture" of a person, place or thing

**Expository:** explains something

- Facts: explains something through facts
- Reasons: persuades through reasons
- Examples: explains using examples

**Compare and Contrast:** shows how people, places, things, or ideas are alike and/or different

- Compare: shows how they are alike
- Contrast: shows how they are different
- Compare and Contrast: shows how they are alike and different

## TENSE CHART

<u>Tense</u>	<u>Verb</u>
Past	painted was painting had painted
Present	is painting paints
Future	will paint shall paint

**TRANSITIONS CHART**

**SIZE TRANSITIONS**

The largest	Larger than	The smallest	The small-sized	The tallest
The next largest	Equal to	The next smallest	The medium-sized	The shortest
The smallest	Smaller than	The largest	The large-sized	

**TIME TRANSITIONS**

First,	Now	At the beginning of	Thereafter,	By this time,	Before
Then,	Soon	In the middle of	Presently,	At the same time,	In the meantime
Next,	Then	At the end of	After a short time,	At that instant,	Meanwhile
At last,	Later		Soon thereafter,	Immediately,	During
				Simultaneously,	After
					Afterwards
First,	In the morning,	Yesterday,		The first	
Second,	Before noon,	Today,		A more recent	
Third,	In the afternoon,	Tomorrow,		The most recent	
Finally,	In the evening,	The day after tomorrow,			
In the past,	The next day,	This year,		The earliest	
In the present,	Two weeks later,	Next year,		The next earliest	
In the future,	Six months later,	In the next few years,		The most recent	

**SPACE TRANSITIONS**

behind	on the edge of	beside	in front of	west of	high
over	toward	around	facing	east of	against
under	throughout	near	in back of	north of	alongside
below	to the right of	side by side	in the center	south of	ahead of
beneath	to the left of	close to	inside	at the	here
low down	on top of	next to	outside	in	there
on the bottom	at the top	down	at the end of	on	beyond
on the corner	by	up	between	above	farther on

**IMPORTANCE TRANSITIONS**

The best	The most important	The first	The best
The next best	Equally important	More important than	The next best
The least best	The next important	Most important	The worst
	The least important		

**CHAIN-LINK TRANSITIONS**

On the one hand,	One example of	In the first place,	In other words,	The first
On the other hand,	For instance,	In the second place,	In fact,	The second
	Another example	In the third place,	Also,	The third
Again,	A further example			
Besides,	For example,	One	Because	First,
Moreover,	For another example,	Another	Since	Second,
		A further	As	Third,
	Still another	Further,	Still,	Specifically,
	In addition,	Furthermore,	While	More specifically,
	In the same way,		Instead	In particular,
	In fact,			
The opposite of_ is_	Additionally,			
On the contrary side	Lastly,	The last	Indeed,	As a result,
To the contrary,	Similar to_ is _	Last	Although	Consequently,
In contrast,	Another similar_ is _		Even though	Naturally,
In spite of	Likewise,	Nevertheless,	Even if	After all,
Despite the	Similarly,	Nonetheless,		
	A dissimilar_ is _			

**CONCLUDING TRANSITIONS**

To conclude,		To sum up	As you can see,
In conclusion,	In sum,	To summarize,	As a result,
In summary,	In brief,	Thus,	Finally,
	In short,	Therefore,	

## Proficiency in the Sentence Writing Strategy Quick Reference Guide

**Simple Sentence =**

- 1 independent clause
- subject and verb
- complete thought

SV	SSV
SVV	SSVV

**Compound Sentence =**

- 2 or more independent clauses

I, cl	I;I
-------	-----

**Complex Sentence =**

- 1 or more independent clauses
- 1 dependent clause which begins with a subordinating conjunction and must have a subject and verb

ID	D,I
----	-----

**Compound-Complex Sentence =**

- 2 or more independent clauses
- 1 or more dependent clause which begins with a subordinating conjunction and must have a subject and verb

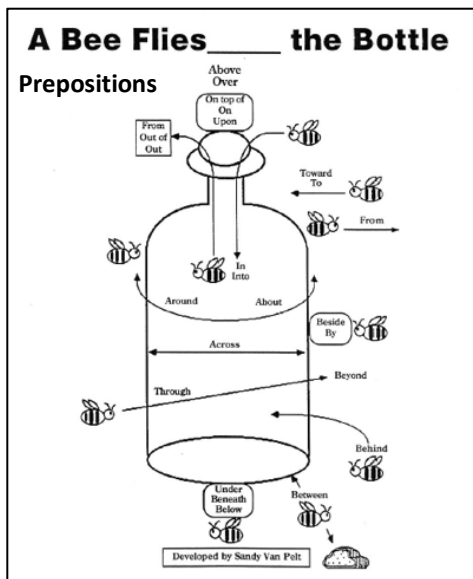
D,I,cl	D,I;I
ID,cl	ID;I
I,clID	I;ID

**Coordinating Conjunctions connect equal ideas (FANBOYS)**

, for = because	, but = opposite
, and = added to	, or = choose one or other
, nor = not one or the other	, yet = but
	, so = get a result

**Subordinating Conjunctions connect a dependent idea with an independent idea**

after	because	like	though
although	before	once	unless
as	even if	provided	until
as if	even though	rather than	when
as long as	if	since	whenever
as soon as	in order that	so that	while
as though	just as	than	



**Helping Verbs**

C	h	a	d	B.	S	w	i	m	23
can	has	am	do	be	shall	was	is	may	
could	have	are	did	been	should	were		might	
	had		does	being		will		must	
						would			

o = linking

**Infinitives =**  
to + verb  
**CROSS OUT**  
(not verbs)

~~to swim~~

**Noun phrase** = simple subject & words that describe the subject (identify only the subject)

**Verb phrase** = action or state of being verb & all helping verbs (identify the entire verb phrase)

**verb action =**  
physical or mental

**NOT & NEVER =** adverbs  
**CROSS OUT** (not verbs)

**Pick a formula**  
**Explore** words to fit the formula  
**Note** the words  
**Search** for verb and subject

- ✓ capital to begin
- ✓ end punctuation
- ✓ sentence makes sense