*Lecture Two****:*** ***The English Paragraph***

1. ***Definition:***

In English, a paragraph is a group of related sentences making a distinct unit of thought, each sentence being a group of words conveying a complete idea.

1. ***Characteristics of a Paragraph:***
2. ***Indentation:***

The form of a paragraph is easy to recognize; the first sentence is indented a few spaces i.e the first word of a paragraph is not written at the beginning of the line.

The indentation tells the reader that there is a new paragraph starting and that a separate unit of thought will be presented.

1. ***Topic Sentence:***

The topic sentence expresses the paragraph’s central purpose. It expresses the main point of the paragraph, its controlling idea.

The topic sentence often comes at the beginning of the paragraph, but it may appear at the end or in the middle. Sometimes, it does not appear at all but is understood.

1. ***Unity:***

The paragraph discusses *only one topic* or one aspect of a topic. This characteristic is known as *Unity*. A paragraph is said to have unity when it deals with only *one central idea* and when every sentence contributes to this idea. All the facts, examples, reasons used to develop an idea must be relevant to it.

1. ***Coherence:***

A paragraph is said to have coherence when the relationship between sentences is clear, when the transition from one sentence to the next is easy, natural, and logical.

Coherence in a paragraph is achieved by:

* The arrangement of the sentences in a systematic order (time, space, climax i.e moving from least important to most important, from general to particular or vice versa.)
* Use of pronouns referring to the preceding sentences or items of information.
* Repeated words or ideas.
* Transitional expressions.

1. ***The Paragraph Outline:***

An outline is a plan. To draw an outline is to draw all the points which are expressed in the paragraph. The usefulness of an outline, before you write a paragraph, is to make sure that you will achieve a *unified* paragraph.