A paragraph writing style involves putting down information in a compact and precise manner within the space of a paragraph. It is neither too long nor too short. It is a complete piece of information and can stand on its own.

Format:

Parts of a paragraph:
- Topic sentence
- Supporting details
- Closing sentence

The topic sentence is the first sentence of the paragraph and holds the main idea of the paragraph. By aptly encapsulating the main idea of the paragraph, the topic sentence indicates to the reader what the paragraph will be about.

The supporting details make up the body of the paragraph. They provide valid points to develop and sustain the main idea of the paragraph. One can include supporting facts, details and examples to strengthen the thrust of the paragraph.

The closing sentence is the last sentence of the paragraph, and very clearly reiterates the main idea of the paragraph. Try using different words in this sentence rather than repeating the main idea from some sentence already used in the paragraph.

Points to remember:
- Read the topic very carefully and think about it properly before starting to write.
- Make a rough draft of all the points and thoughts that occur to you while you are brainstorming about the topic.
- Try to include some facts and/or examples pertaining to the topic in this rough draft.
- Narrow down to the main idea of the paragraph.
- Organise the points that you have written down in the rough draft.
- Begin writing by stating the main idea clearly in the first sentence of the paragraph.
- Do not exceed 200 words.
- Read your paragraph carefully after finishing it and check for errors of grammar, spelling, punctuation, etc, and correct them.
Marking scheme

- Topic sentence — 1 mark
- Supporting details — 3 marks
- Closing sentence — 1 mark

Sample paragraph:

1. **Write a paragraph of 150–200 words on the role that newspapers play in our lives.**

   Even in this age of electronic media, newspapers have continued to be a part of our daily life. This proves their worth. The morning newspaper encompasses a variety of topics besides the news of the previous twenty-four hours. They contain reviews and comments on current affairs, interviews, information about movies being shown in local cinema halls, exhibitions and fairs being held in the city on that day, crossword puzzles, jokes and cartoons, the daily horoscope, advertisements—the list is endless. If some people do not get their favourite paper every morning, they feel restless and unhappy. Newspapers satisfy our thirst for knowledge besides the desire for silent reading. If we do not have the time to read the newspaper in the morning before leaving for work, we can carry it in our bags and read it while travelling to office or even while spending time waiting at the doctor’s clinic! Newspapers encourage letters from readers. The public likes writing letters to the editors of newspapers because this gives them the chance to voice their opinion about any issue under the sun. Newspapers serve a social, cultural and national purpose.
Worksheet 1

1. Write a paragraph on the importance of planting trees and taking care of plants in about 150 words.

2. You have recently participated in a debate competition in your school. Write a paragraph about it in 150 words.

3. Compose a paragraph of about 150–200 words on how watching excessive television is harmful for our eyes.

4. Guru Nanak High School, Gobind Nagar, organised an exhibition in the school premises to celebrate the 400th birth anniversary of Guru Nanak. The chief minister of Delhi, Ms Sheila Dixit, was the chief guest for the opening function. The principal, Ms Gurleen Kaur, and the school chairperson, Mr Kuldeep Singh, participated actively with the students and the teachers to make the occasion a grand success. The highlight of the exhibition was the depiction of the life of Guru Nanak through paintings and models prepared by the students themselves. Write a paragraph of 150–200 words describing the event.

5. With the help of the notes given below write a paragraph on the achievements of Dr A.P.J. Abdul Kalam, the President of India, who is also an engineer and scientist.

   Born, 15 October 1931 in Rameshwaram, Tamil Nadu—received degree in aeronautical engineering, from Madras Institute of Technology, 1958—joined Defence Research and Development Organisation (DRDO)—moved to Indian Space Research Organisation (ISRO), 1962—his team successfully launched several satellites—returned to DRDO, 1982—responsible for the development and operation of Agni and Prithvi missiles—nicknamed ‘India’s Missile Man’—received honorary doctorates from several universities—received India’s three highest civilian awards—Padma Bhushan, 1981; Padma Vibhushan, 1990; Bharat Ratna, 1997—became the President of India, 2002.

6. Find out about the depletion of the ozone layer in our environment. Write a paragraph on it in about 150–200 words.