

## Writing paragraphs

### What is a paragraph?

A paragraph can be a stand-alone text, but most often, it is a smaller part of a longer piece of writing. It consists of a group of sentences focusing on the same point or idea (see [Connecting your ideas: Linking words Quick Guide](#)).

Each paragraph is important to the whole assignment. For example, in the body of an essay, each paragraph explains or develops one main point or part of a main point. While each paragraph develops its own point, it also logically connects to other paragraphs to give the piece of writing its overall structure. There is no set number of sentences that should be in a paragraph, but at least four or five sentences is a good target.

### Different types of paragraphs

In nearly all university papers, you will find three basic types of paragraphs: introductory paragraphs, body paragraphs and concluding paragraphs. Each type has different jobs to do.

#### **Introduction**

The *introduction* points forward to what is going to happen and what your paper is going to be about. The introduction has three to four main sub-parts (see [How to write a good introduction Quick Guide](#), Planning and Writing an introduction worksheet).

#### **Body**

Each paragraph in the *body* of your paper should either take up a main point or part of a main point you have identified in the introduction and develop it. A paragraph in the body of your paper should have a topic sentence, sentences which provide information to develop the key point outlined in the topic sentence and a summary and linking sentence. Body paragraphs should either connect back to the introduction and overall thesis, or connect back to the previous paragraph (see Planning and writing body paragraphs worksheet).

#### **Conclusion**

Your *conclusion* tells the reader what your essay has been about. It summarises what you have found out, discovered and concluded and restates your position or thesis. Where the introduction predicts for the reader what is to come, the conclusion reinforces for the reader the main points of the body. The *conclusion* ties the essay together by pointing backwards and connecting back to the *introduction* and *body* and thesis overall.

### Sample paragraphs

The sample paragraphs below are all taken from the same essay on the following question:

What is meant by globalisation? Discuss the effects of globalisation on at least two of the following: trade, manufacturing, consumerism, international relations, cultural identity.

### Sample Introduction

Since the end of the Cold War and the triumph of capitalism as the world's dominant economic system globalisation has become a growing phenomenon. The term globalisation describes the increasing contact and interdependence among national economies and the increasingly international nature of markets, capital, labour and technology (Jones, 2016, p. 16). Globalisation has brought with it a rapid increase in international social, cultural and technological exchange. Despite concerns about the detrimental effects of globalisation on developing nations and cultural identities, the interdependence of national economies and societies continues to increase. This paper will argue that the effects of globalisation on trade, manufacturing and international relations cannot really be avoided and can be viewed as both positive and negative depending on who is doing the viewing.

The parts of the introduction are colour coded:

Orientation to topic (WHY it is important or relevant), definition, thesis statement (WHAT your position is in relation to the topic), main points to be developed (HOW you will support your argument).

## Sample body paragraph

Here is an example of a *body* paragraph from the same essay. The paragraph takes up and develops the main point about the effect of globalisation on *manufacturing*.

Moreover, even within the developed world, not everyone benefits from globalisation. The ease of movement of manufacturing industries resulting from globalisation is leading to increased insecurity in the workplace in developed countries (White, 2017). There is an increasing trend for manufacturers to shift production overseas to low-cost economies such as China and India. As result, manual workers in developed countries are finding their jobs increasingly threatened as companies shift their production offshore (Temple & Stevens, 2012). While shareholders benefit from this change in manufacturing practice, the increased unemployment which results from moving manufacturing offshore places a cost on society as workers lose their jobs and their families often come to rely on social welfare services, which are paid for by all taxpayers (Jones, 2016). Therefore, in some cases, something that provides a benefit to a relatively small number of individuals also incurs a cost to society as a whole.

The parts of the paragraph are colour coded:

Topic sentence (Point of the paragraph), Development (Explanation, Examples, Evidence), Summary sentence (Link to next point)

## Sample conclusion

Here is the *concluding* paragraph from the same essay.

In conclusion, this paper has shown that globalisation is an increasing and inevitable phenomenon and that it can be seen to have both positive and negative effects on trade, manufacturing and international relations. The exchange of information and technology ensures that new technologies will be developed that will further increase the international reach and availability of markets, capital, labour and technology, growth in international trade, investment and capital flows. Concerns about the negative effects of globalisation on third world domestic markets, loss of employment in first world countries, increases in the gap between high and low incomes and international tension between free-market and protectionist approaches to trade remain unresolved. In spite of this, the nature of globalisation causes trade to be an essential element for continued growth and expansion. Because of the requirements that this interdependence brings, international relations and labour market practices must improve as we increasingly rely on one another for our own development or the effects of unresolved conflict will be far reaching.

Topic sentence/restatement of the thesis, Summary sentences, Final statement of significance

## Related Quick Guide

*Connecting your ideas: Linking words*

*How to write a good introduction Quick Guide*

Planning and Writing an introduction worksheet

Planning and writing body paragraphs worksheet