Writing a Paragraph

A basic paragraph generally follows this plan:

- Indent the first sentence. Use double-spacing.
- Introduce the topic and controlling idea in a **topic sentence**. The topic sentence is usually the first sentence. The topic is who or what you’re writing about. The **controlling idea** is the one idea you are going to describe about the topic. It is the “umbrella” for all of the supporting details.
- Provide three supporting details that back up your controlling idea. They may be examples, facts, reasons or descriptions.
- Conclude with a sentence, often a restatement of the topic sentence
- Title your paragraph. Underline your title. Use capitals in your title.

**Paragraph Outline:**

**Topic Sentence:**

My dog Fifi is my best friend.

**Support 1:** friendly

a) licks my face to wake me
b) cuddles on the sofa

**Support 2:** loyal

a) stays close by
b) listens

**Support 3:** understanding

a) gives me attention
b) often talk to her

**Concluding Sentence:**

I love her very much.

**Paragraph Model:**

<table>
<thead>
<tr>
<th>My Best Friend</th>
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<tbody>
<tr>
<td>1My dog Fifi is my best friend. 2First of all, Fifi is always friendly to me. 3She licks my face every morning to gently wake me up. 4She even cuddles with me on the sofa when I watch TV. 5Fifi is also very loyal. 6When we go for walks, she sticks close by me. 7I never have to worry about her running away because she faithfully listens to my commands. 8Finally, Fifi is very understanding. 9When I have a bad day, she seems to know I need her full attention. 10I often talk to her about my problems, and I immediately feel better. 11To sum up, I love Fifi very much because she is always there for me.</td>
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