

PARAGRAPHS: HOW TO SET THEM OUT

What is a paragraph?

A paragraph is a group of sentences that share the same idea.

Why do we use paragraphs?

We use paragraphs to structure our writing and make it easier for the reader to follow.

How do we set out a paragraph?

The first paragraph of any extended piece of writing **by hand** can be indented or not, but for the second and any further paragraphs it is necessary to indent.

‘Indent’ means that you start writing about 2cm from the left hand margin.

You must also begin each paragraph on a new line. Do not leave a blank line between paragraphs.

Example:

My house is situated about a mile from the school. It is set in a residential area on an estate that was built in the 1970s. It is a popular place to live in the Medway towns as it is quite rural. The area is also well placed for all the conveniences of living. It is near to a number of big towns and it is possible to travel to the city for work.

The house has only had three owners over the past forty years and it has been well maintained. In the front garden, at this time of year, there is the most magnificent magnolia tree which comes into blossom every year. Its beauty is the talk of the neighbours, especially on a sunny day.

Note:

The first paragraph is about where the house is situated. The second paragraph is about the house and garden. Same subject – different ideas.

The first paragraph is not indented – this is optional. The second paragraph is indented and there is no blank line between the paragraphs. This is how handwritten work should be set out.

If the work is typed using a word processor, a blank line should be left between paragraphs, and there is no need to indent.