

## How to write a Paragraph

Before you write down a paragraph, you had better organize your ideas to save time and energy.

The best way to organize and categorize your ideas is to come up with an outline.

The **outline** is the roadmap of your paragraph.

- Don't use complete sentences in the outline and be brief.
- You can use numbers and letters of alphabet to separate your ideas.

**Topic:** How can you improve your writing?

### The Outline of the Paragraph:

#### 1. Improve your general English

##### 1.A. Improve your grammar

1.A.I. Review the grammatical points previously learned

1.A.II. Study new grammar books & do their exercises ⇒ self-study

##### 1.B. Improve your vocabulary

1.B.I. Read magazines & books

1.B.II. Use vocabulary builders ⇒ do their exercises; self-study

1.B.III. Watch movies & TV shows

1.B.IV. Listen to radio programs

#### 2. Practice writing on a daily basis

2.A. Keep your diary in English

2.B. Choose a new topic every day and write an article about it

#### 3. Correction & Feedback

3.A. Use computer programs or websites to check the grammar and the spelling

3.B. Have a person with a good command of English correct your writing

Now it is much easier for you to write a well-organized paragraph on the given topic.

### Example of a Paragraph according to the above-mentioned Outline:

If you want to improve your writing, you should enhance your general English, practice every day, and receive the required feedback. First of all, a vast knowledge of general English is needed to write texts fluently and accurately. General English has two important aspects: grammar and vocabulary. If you intend to upgrade your knowledge of grammatical structures,

you can review the grammatical points which you have already learned in your previous English books and classes. However, it is recommended that you buy some grammar books which have been designed for self-study. By studying the content of such books and doing their exercises, you can gain deep insight into English grammar. You also need to enrich your vocabulary. Therefore, you should read books and magazines in English. Watching TV and listening to the radio in English is also very beneficial. Moreover, there are some books called vocabulary builders which you can use for self-study to learn more new words. Improving your general English is a prerequisite to becoming a good writer, but it is not sufficient by itself. You need to practice writing on a daily basis. You can keep your diary in English and if you have more free time, every day you can choose a new topic and write an article on it. If so, you will gradually become resourceful and developing your ideas into a text will not be challenging for you. But writing without feedback and correction might lead to fossilization of mistakes and errors. If nobody corrects your writing, you may repeat your mistakes and errors so many times that you will become used to them. Therefore, you may develop a weak style of writing. To avoid such instances of improper learning, you had better get professional advice, feedback, and correction from an experienced teacher or writer. If you do not have access to a teacher or writer, you can make use of websites and applications which correct your writing in terms of grammar and spelling. If you improve your command of general English, practice every day, and receive appropriate feedback, you will definitely become a good writer and have an excellent performance on the writing sections of your English exams.

Source:

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