



## Writing Skill

### KEYWORDS

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#### objectives

Paragraph development is a part of communication skills in the sense all technical writings contain paragraph in it. Small paragraphs are collectively used in development of technical communication. So technical communication in general is built up by paragraph writing. In other words, we can say any written communication is built up on the base of paragraphs which can be small or large in size.

#### INTRODUCTION

To define paragraph, we can say that it is a piece of writing constructed by several related sentences with one central idea. This central idea is the topic or subject of a paragraph. A paragraph is a number of sentences grouped together and relating to one topic; or a group of related sentences that develop a single point. This definition helps us to understand that the paragraphs of a composition are not merely arbitrary divisions. The divisions of sentences into paragraphs must be made according to the changes of ideas introduced. So one can say that there is no rule for the length of paragraphs. They may be short or long according to the necessity of the case. A paragraph may consist of a single sentence or of many sentences. Basically we can divide sentences into three types in a paragraph. One is dominant or topic sentence which expresses the central idea of the paragraph. Second is supportive sentences to the dominant sentence. Supportive sentences help to develop the idea by expansion, explanation, by support, by illustrations and extension of an idea. Third type of sentences are minor supportive sentences which support to the central idea of the paragraph by providing minor and additional details. Thus, such group of sentences collectively develops a paragraph.

#### 1. topic sentence and supporting sentences

Paragraph development, consists on topic sentence and supportive sentence. Mainly it depends on topic sentence. Topic sentence means a sentence that expresses the main idea of a paragraph. In other words, the main idea of a paragraph is expressed by one sentence called a "topic sentence". Topic sentence states the gist of the idea to be developed in the paragraph and sentences support, explain, expand and exemplify the topic sentence is called supportive sentences. A paragraph is the sum total of topic sentence and supportive sentences. Any paragraph which is fully developed can easily classified by topic sentences and supportive sentence. The purpose of the paragraph or the subject of the paragraph is clearly mentioned by a topic sentence. It can be at beginning or at middle or at the end of a paragraph. There is no particular place for topic sentence but it contains the subject of the paragraph. For standard paragraph development, topic sentence should be written in a simple sentence but it need arise then it can be in complex or compound sentence also. Ideal paragraph development depends upon its topic sentence. It should concentrate the theme of the paragraph.

Supportive sentences as it justifies its name, play very important role in paragraph development. Paragraph can ideally be developed through the balance of topic sentence and supportive sentences. Supportive sentences support to the

topic sentence. It expresses all the required informations. By small sentences, the related explanation, expansion and exemplification can be written which support to the topic sentence and this combination develops a paragraph. Read the following paragraph:

There are very sophisticated machines that provide rapid output with zero defects. Manual work has been replaced by automation. Not only this machine upgradation is taking place at a very fast pace, and here there is an urgent need to upgrade the skill level of the employees. They need to be continuously sent for training programmes to keep them updated. How many people in accounts still count on fingers, though computers for accounts purpose. Technology continues to advance rapidly offering wider choices.

Here in this paragraph, the last sentence is a topic sentence and others are supportive sentences.

#### 2. attributes of a good paragraph:

The paragraph writing ability helps to communicate properly and effectively. As the paragraphs collectively create reports, proposal, letter and other modes of communication. As paragraph creates important document, certain message should be taken while developing paragraphs. The writing should be precise, correct, purposeful, clear, concise and meaningful. The following attributes will help to create a good paragraph.

##### 1. Unity:

Unity with in the paragraph is must. There should be unity of idea in the paragraph. Unity means the components, as well as entire composition should be with central idea of the paragraph. For proper communication, writer should convey the message to reader, so within the paragraph, writer should maintain the unity of idea. Writer can write new idea in other paragraph. Unity helps the reader to understand the message very clearly.

##### 2. Coherence:

Coherence means the logical relationship between the elements and the compositions. It maintains the information or supportive sentences written into the paragraph in logical order. The paragraph is the sum total of sentences and sentences are sum total of words. So far ideal paragraph writing, the writer should use proper words and it should be arranged in logical order paragraph which has logically written can give good understanding. So coherence is a very important feature of paragraph writing.

##### 3. Length:

Length of a paragraph is a very important aspect to be considered. Though there is no particular rule for length of a paragraph but ideally the length should be up to the level where reader can understand it completely and it covers entire subject matter concisely. Length should be between the two criterias- nothing should remain untold and it should be easy in decoding process. For important matter, writer should give proper length so it conveys its importance. Sometime short paragraph can also give proper effect.

**4. Adequate Development:**

Paragraph should be written with proper depth. There should be combination of topic sentence and supportive sentence. In paragraph, to give proper message to reader, writer should justify the topic sentence by writing appropriate and enough supportive sentences. If reader is left with questions

after reading the paragraph, the paragraph is not adequately developed. If someone failed to understand due to less supportive sentences then the paragraph is called under-developed. Thus, adequate development is one of the attributes of a good paragraph.

**REFERENCE**

The chapter deals with the importance of writing skill. It emphasis on the development of sentence structure and also on the supportive sentences. It deals with the improvement of writing skills and responsible factors which can be helpful to improve writing skill.