

Structuring paragraphs and sentences

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Areas of focus:

- ❑ **Features of well-constructed paragraphs**
 - Unity
 - Coherence
 - Support
- ❑ **Expressing:**
 - cause and effect
 - means and result
 - similarity and difference
 - definition of terms
- ❑ **Some grammar areas to focus on in proof-reading**
 - basic sentence structure
 - subject-verb agreement

Paragraph structure

Three qualities make a successful paragraph:

Unity

The paragraph should focus on one main idea

Coherence

The sentences in the paragraph should be clearly related to each other

Support

The main idea of the paragraph must be supported with sufficiently detailed explanations, reasons, examples and evidence

Paragraph structure

Creating unity in a paragraph

- Each paragraph should develop **one** main idea
- The paragraph should have a **topic sentence** which states the main idea of the paragraph
 - usually placed in the first sentence of the paragraph
 - movement from a general point to specific information supporting that point
- The rest of the paragraph should develop the main idea
 - don't include information which doesn't develop the main idea

Wealthy industrial nations and developing nations face different issues in the provision of health-care. Industrial nations are concerned with providing the latest drugs and technology to treat the small number of ill people in the population. In these nations the focus is on the sophisticated treatment of conditions such as heart disease and cancer (Berin, 2003). Many of the poorer developing nations, in contrast, are faced with the problem of providing for the majority of their population the clean water, the basic drugs and the vaccines that the industrial world takes for granted. In these nations the priority is dealing with diseases that are widespread in the population because of inadequate living conditions and the lack of basic health care (Barrington, 2000; Knowles, 2003).

(Adapted from Pakenham, 2001)

- **One main idea per paragraph**
- **Make a point** in the topic sentence
- **Develop that point** in the rest of the paragraph

Paragraph structure: Writing a topic sentence

Make a point:

Wealthy industrial nations and developing nations face different issues in the provision of health-care.

What's wrong with the following topic sentence?

Issues in the provision of health care for industrial nations and developing nations.

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Paragraph structure

COHERENCE can be achieved by creating logical **bridges** from one sentence to another. This allows the same idea of a topic to be carried from sentence to sentence within the paragraph.

This can be done by:

- Using **transition** words to link ideas from different sentences
- Repeating **key words**
- Substituting key words with **synonyms**
- Using **pronouns** for already mentioned nouns in previous sentences

Wealthy industrial nations and developing nations face different issues in the provision of health-care. Industrial nations are concerned with providing the latest drugs and technology to treat the small number of ill people in the population. In these nations the focus is on the sophisticated treatment of conditions such as heart disease and cancer (Berin, 2003). Many of the poorer developing nations, **in contrast**, are faced with the problem of providing for the majority of their population the clean water, the basic drugs and the vaccines that the industrial world takes for granted. In these nations the priority is dealing with diseases that are widespread in the population because of inadequate living conditions and the lack of basic health care (Barrington, 2000; Knowles, 2003).

- Use transition words to link ideas from previous sentences
- guide your reader through the paragraph

Wealthy **industrial nations** and **developing nations** face different issues in the provision of health-care. **Industrial nations** are concerned with providing the latest drugs and technology to treat the small number of ill people in the population. In **these nations** the focus is on the sophisticated treatment of conditions such as heart disease and cancer (Berin, 2003). Many **developing nations**, in contrast, are faced with the problem of providing for the majority of **their** population the clean water, the basic drugs and the vaccines **that** the industrial world takes for granted. In **these nations** the priority is dealing with diseases **that** are widespread in the population because of inadequate living conditions and the lack of basic health care (Barrington, 2000; Knowles, 2003).

- Repeat key words to keep your reader's mind on the topic
- Use pronouns for previously mentioned nouns

Wealthy industrial nations and developing nations face different issues in the provision of health-care. Industrial nations **are concerned with** providing the latest drugs and technology to treat the small number of ill people in the population. In these nations **the focus** is on the sophisticated treatment of conditions such as heart disease and cancer (Berin, 2003). Many of the poorer developing nations, in contrast, are **faced with the problem of** providing for the majority of their population the clean water, the basic drugs and the vaccines that the industrial world takes for granted. In these nations **the priority** is dealing with diseases that are widespread in the population because of inadequate living conditions and the lack of basic health care (Barrington, 2000; Knowles, 2003).

- Substitute key words with synonyms

Creating coherence

Job and Organisational Correlates

Provide clear topic sentences & link sections

Organisational climate has **also** been seen to contribute to the development of burnout and has received attention from researchers. O'Driscoll and Schubert (1988) found that the lack of communication between organisational levels and influence processes used by managers were strongly related to burnout among social workers, while participation in decision making was associated with reduced levels of burnout. **In addition**, Schultz et al. (1995) observed that in organisations possessing a 'clan' culture, characterised by teamwork, participation and autonomy, employees displayed less burnout because they functioned in favourable work conditions.

Another important organisational variable that has consistently been linked with burnout reduction is social support...Two studies that link social support with burnout reduction...

Link paragraphs

(Adapted from Whitehead, 2001)

Creating coherence

Showing relationships helps establish your voice

Efficient management of human resources **also** requires knowledge and ability to implement macroeconomic principles. For instance, according to the Principle of Comparative Advantage, "everyone does best when each concentrates on the activity for which he or she is relatively most productive" (Frank & Bernanke, 2001, p. 23). This suggests that the underlying purpose of human resources ought to be to ensure that employees are trained, motivated and managed so that they can spend most of their time contributing to the company's mission at the highest skill level they are capable of. In other words, human resources management needs to be proactive, rather than reactive.

link to previous paragraph

Own voice to relate principle to your topic

Own voice in topic and concluding sentences

Creating coherence

Linking sentences using 'this'

- Use 'this' or 'these' to build on what you've said before:

On 5 April the Ministry issued a statement denying the accusations by the former Prime Minister. **This** angered several former MPs.

Be careful of ambiguity!

- To help the reader, it's often a good idea to add a noun or a noun phrase to make it clearer what exactly you're referring back to:

On 5 April the Ministry issued a statement denying the accusations by the former Prime Minister. **This move** angered several former MPs.

In 1999 the two countries resumed diplomatic talks. **This improvement in the relationship between the two countries** facilitated the re-opening of trade links.

(Adapted from Pakenham, 2001)

Creating coherence

Some common words to make the reference back clearer and form a 'bridge' to your developing argument

For things that happen:

incident
event
situation
circumstances
development

For things that are done:

action
move
reaction
behaviour
practice

For views:

idea
view
attitude
perception
perspective

(Adapted from Pakenham, 2001)

Paragraph structure

Organising and connecting information in your paragraphs

- Cause and effect
- Means and result
- Comparison and contrast
- Definitions

Organising and connecting information in your paragraphs: Cause and effect

Managing external cycles

As well as major 'one-off' changes, many organisations have to deal with cyclic fluctuations in business. **These**

may be caused by endemic, long-term matters such as the evolution of the organisation's products through a 'product life cycle' – from innovations, to mature products, to obsolescent

products. **They** may be economic cycles of growth and stagnation lasting a few months or several years. **Or** here may be regular patterns such as the "Christmas rush" or

irregular and unpredictable events such as a 'sudden craze'. Factors affected include inventory, production capacity, and staffing...

Cause 1

Cause 2

Cause 3

Cause 4

Effects

(Inkson & Kolb, 2002, p. 42)

Phrases for expressing cause and effect

Nouns

Cause

C is the cause of E
C is one factor in E
C is the reason for E

Effect

E is the result of C
E is the consequence of C
E is the outcome of C

Verbs

C causes E
C results in E
C brings about E
C creates E
C gives rise to E
C leads to E
C produces E
C forces E
C plays a part in E
To attribute E to C
To blame C for E

Make sure that you use the appropriate form and tense

(Adapted from Pakenham, 2001)

Expressing cause and effect

The Napier factory closed down in 1955. Three hundred people lost their jobs.

Inside a sentence :

The factory closed down in 1955, resulting in the loss of three hundred jobs

As a result of the closure of the factory in 1955, three hundred people lost their jobs

Outside a sentence

The factory closed down in 1955. As a result, three hundred people lost their jobs.

Organising and connecting information in your paragraphs: Means and result

Result: Something that is achieved

Example 1:

You can avoid paying interest on your credit card bill by making a complete payment at the first billing.

Means: How it is achieved

Example 2:

Organisations that survive are better adapted to environmental changes than other organisations. Some organisations adapt by changing their strategies and structures. For example Sony has diversified away from its origins as a manufacturer of electronic equipment and has evolved into a global entertainment giant. Other organisations adapt by moving into environments which are more suitable to their organisational characteristics. One example...

(Adapted from Inkson & Kolb, 2002)

Edit this short extract:

Product innovation

Organization would gain competitive advantage through product innovation. Product innovation defines as "innovation that results in the creation of a new or improved good or service" (Zeffan, & Fitzgerald, 2006, p. 508). For example, Japanese companies gain advantage in home electronic markets, they focus on small, compact, low capacity model home electronic products, but other countries did not treated as important and attractive for them (Porter, 2001).

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Organisations can gain competitive advantage through product innovation. Product innovation **can be defined as** "innovation that results in the creation of a new or improved good or service" (Zeffan, & Fitzgerald, 2006, p. 508). For example, **(several)** Japanese companies **have gained competitive** advantage in **the** home electronics market, **by focusing on** small, compact, low capacity model home electronic products, **which other countries** did not **consider** important and attractive (Porter, 2001).

Organising and connecting information in your paragraphs: Comparisons

Topic sentence

Wealthy industrial nations and developing nations face different issues in the provision of health-care. Industrial

Subject 1

nations are concerned with providing the latest drugs and technology to treat the small number of ill people in the population. In these nations the focus is on the sophisticated treatment of conditions such as heart disease and cancer (Berin, 2003). Many of the poorer developing nations, **in contrast**, are

Subject 2

faced with the problem of providing for the majority of their population the clean water, the basic drugs and the vaccines that the industrial world takes for granted. In these nations the priority is dealing with diseases that are widespread in the population because of inadequate living conditions and the lack of basic health care (Barrington, 2000; Knowles, 2003).

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Always check for subject-verb agreement!

Subject

Verb

Wealthy industrial nations and developing nations face **different**

issues in the provision of health-care. Industrial nations _____ concerned with providing the latest drugs and technology to treat the small number of ill people in the population. In these nations the focus _____ on the sophisticated treatment of conditions such as heart disease and cancer (Berin, 2003). Many of the poorer developing nations, in contrast, _____ faced with the problem of providing for the majority of their population the clean water, the basic drugs and the vaccines that the industrial world _____ for granted. In these nations the priority _____ dealing with diseases that are widespread in the population because of inadequate living conditions and the lack of basic health care (Barrington, 2000; Knowles, 2003).

Organising and connecting points of comparison

Identify main points of comparison as you read
Use a table to help you take notes and organise your paragraph

Issues in provision of health care

Industrial nations	Developing nations
1.	1.
2.	2.
3.	3.

Organising and connecting points of comparison

Expressing similarity

- Children in private schools have several problems in common with children in government schools. For example, in both sectors of the education system, children struggle with issues such as teasing and bullying.
- Children in public schools have problems with bullying; likewise, many children in private schools face emotional and physical victimisation on a regular basis.

Expressing difference

- Smith and Jones (1999) distinguish between deliberate cruelty towards other children and unintentional cruelty. An awareness of this distinction is useful for a teacher who has to deal with an accusation of bullying in the classroom.

Organising and connecting information in your paragraphs: Defining concepts

Provide formal definitions from academic sources

Concept	Category	Distinguishing Features
An organisation is	an organised body of people	with a particular purpose, especially a business, government department or charity.
Organisations are	formal entities	in which a complex interaction of people, materials, and money is used for the creation and distribution of goods and services...

↑
General dictionary definition

↑
Formal definition from academic source

Extract from Inkson and Kolb, 2002, p 7:

Organisations are formal entities in which a complex interaction of people, materials, and money is used for the creation and distribution of goods and services. The organisations in which managers work include not only the familiar 'business' organisations involved in manufacture, retailing, wholesaling, the supply of services, etc. for profit, but also government owned organisations, State-Owned enterprises and the like – for example, schools, universities, hospitals and government departments.

Possible use in an assignment:

Quote main idea

Inkson and Kolb (2002) define organisations as "formal entities in which a complex interaction of people, materials, and money is used for the creation and distribution of goods and services" (p.7). They point out that the work of managers is not confined to organisations aimed at the production and supply of goods and services for profit; it also takes place in organisations owned and run by the government or state, such as universities and schools.

Explain the rest in your own words

Interpret and apply definitions in assignments

Forecasting is the systematic attempt to estimate future environmental conditions

- In what way is forecasting **systematic**?

Environmental partnerships involve an organisation forming effective relationships with other institutions or individuals in an attempt to alter the environmental pressure it faces.

- Examples of companies which have done this?
- How has it been **effective**?

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Which questions would the reader ask here?

During the past decade bullying has received growing attention in organisation research. Researchers have reported alarming findings about the negative consequences of bullying, both for individuals and the organisations concerned. Thus bullying can be extremely costly, both for organisations and for society as a whole.

- What are the findings?
- Which researchers?

During the past decade bullying has received growing attention in organisation research. Researchers have reported alarming findings about the negative consequences of bullying, both for individuals and the organisations concerned. As regards the effects on the organisation, bullying has been shown to be associated with higher turnover and intent to leave the organisation, higher absenteeism, and decreased commitment and productivity (Hoel et al., 2003; Kashley & Jagatic, 2003). In addition, for the victim, bullying has been reported to result in both lower levels of job satisfaction, psychosomatic symptoms and physical illness, and possible expulsion from the labour market (Hoel & Cooper, 2000; Keashley & Jagatic, 2003; Leymann, 1996; Varita, 2001). Thus bullying can be extremely costly, both for organisations and for society as a whole. ..

(Adapted from Salin, 2003)

Sentence structure

Basic sentence structure

Every sentence must have a Main Subject/Verb-Phrase

- The Main Subject/Verb-Phrase must have a **Sense of Completion**
- The Main Subject/Verb-Phrase must contain a **Complete Idea**.

Sentence structure

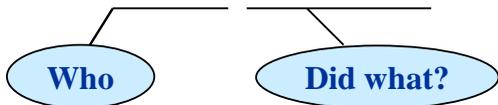
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- The Main Subject/Verb-Phrase must contain a **Complete Idea**.

Sentence structure

subject + verb



The researcher	concluded that stereotypes still exist.
The committee	decided upon a new policy.
The study	provides crucial insight into the problem.
This model	has a number of limitations.

Combined, the subject/verb-phrase must state a complete idea

An **introductory phrase** is anything that comes *before* the Main Subject/Verb-Phrase

