

## Paragraphing Checklist

**\_\_\_\_\_ Scan your paper for large (tiring) blocks of text, especially areas of a half page or more.**

**\_\_\_\_\_ Insert paragraphs at the following points:**

1. Change of idea or subject.
2. Change in voice or speaker.
3. Change in time.

**\_\_\_\_\_ Also insert paragraphs to develop a point from a different angle.**

**Transition words** such as “in addition,” “furthermore,” and “however,” often indicate the need for a new paragraph.

**\_\_\_\_\_ Make sure that the first sentence of every paragraph (the topic sentence) states or at least hints at what will be discussed in the paragraph. Every sentence in a paragraph should develop the same idea.**

---

*Take a look at these sample paragraphs from a 290 student's paper. Do they follow the rules above? The details are really wonderful, but how could you make the structure better? Using topic sentences and at least one transition word from the next section, try to rearrange the sentences to better organize the ideas. Mark your ideas at the bottom of this page.*

Uncle Will was quite the character, and a man of principle. He would not keep his money in a bank; he kept it under the floor boards in a coffee can in his house. Uncle Will loved to go to Woolworth's, an old time drugstore, and have coffee and eat a piece of pie for ten cents.

Uncle Will would not ride the bus because it cost too much, 15 cents, so he would walk to my aunt's house, four or five miles, when he was feeling good. He was in his nineties at that time. Uncle Will would eat dandelion roots right from his front yard and other wild plants growing by his house, like chamomile flowers and okra and its flowers.

One time I remember at my aunt's house, Uncle Will made a peanut butter and jelly sandwich. He grabbed the silver cream polish, instead of the peanut butter, and ate the whole thing. When my aunt found out, she was really worried that he would get sick and die. But it didn't seem to bother him much. He just said it tasted funny.

### A few Transitions that introduce examples:

*at the same time*  
*especially*  
*first of all*  
*for example*  
*for instance*  
*for one thing*  
*frequently*  
*in fact*  
*in general*  
*in other words*

*indeed*  
*mainly*  
*namely*  
*occasionally*  
*often*  
*specifically*  
*to illustrate*  
*unfortunately*  
*usually*  
*in particular*

### Transitions that add examples:

*again*  
*also*  
*and*  
*and then*  
*as well (as)*  
*at last*  
*at the same time*  
*besides too*  
*equally important*  
*as if X were not enough, Y happens*

*in addition*  
*last*  
*likewise*  
*moreover*  
*next*  
*next to*  
*that is*  
*finally*  
*even more important*  
*furthermore*

### Transitions that concede or assert a point:

*Although*  
*certainly*  
*doubtless*  
*even though*  
*granted that*  
*I admit this may not be true but*

*naturally*  
*no doubt*  
*of course*  
*surely*  
*I concede though*  
*in spite of*