

Powerful paragraphs summary

First things first

- Identify the point of the paragraph (make only one point per paragraph).
- Eliminate extraneous material to ensure that each sentence relates clearly to the point.

New kinds of paragraphs

- Begin with the point—then support it with examples, details, and comments.
- Build suspense. Open with examples, details, and comments, then conclude with the point.
- Count the details that support the point. Start sentences with words like *first*, *second*, and *third*.
- Open with a premise, then contradict it to make a point.
- Make a point, then set off supporting details with bullets.

Within the paragraph

- Repeat key terms (different terms for the same idea will confuse the reader).
- Repeat a sentence structure to add balance.
- Link sentences by using words that signal what's coming next: *further*, *and*, *but*, *so*, and the like.
- Turn two related sentences into one by subordinating one idea to the other.

Effective transitions between paragraphs

- Repeat a key word from one paragraph in the first sentence of the next.
- Order paragraphs chronologically.
- Use one paragraph as an example to illustrate the point of the previous paragraph.
- End one paragraph with a question and begin the next with the answer.
- Begin a paragraph by asking a question about the paragraph before.