

Change paragraph when you change:

TiP ToP
Time Person Topic Place

Paragraphs 1 – What we Need to Know

A paragraph is a group of sentences that talk about the same **topic**. The sentences in a paragraph are about the **topic** which is introduced in the first sentence of each paragraph. The **topic** sentence introduces the main idea in the paragraph.

Paragraphing gives your writing structure and organisation.

We need a new paragraph for:

A new or change of **topic**

A change of **place**

A change of **time**

A change of **speaker**.

When we **handwrite** we show a new paragraph by indenting, moving in from the margin by about 1 or 2 cm. When we use a **keyboard** we start a new line for each paragraph. If you need to show that a new paragraph should have been shown we use the symbol // or write **np** in the margin.