

PARAGRAPH ANALYSIS EXERCISE 1

Student name: _____

Paragraphs to be analyzed: paragraphs 1, 3, 4, 5, and 6 in Figure 3.4, pages 52 and 53, *Technical Communication*, third Canadian edition

(**Note:** The 6-part list on page 1 of the memo is part of paragraph 3; the three lines at the top of page 2 of the memo are part of paragraph 4.)

Directions:

1. First, read the entire document to see how the assigned paragraphs fit in.
2. Then, **for each of the paragraphs assigned,**
 - a. identify the paragraph's function (introductory, transitional, developmental, concluding)
 - b. identify the topic sentence of that paragraph (1st, 2nd, 3rd, etc.)
 - c. describe the developmental pattern used to develop that paragraph (see pp. 195-200)

Sample Paragraph: sample coherent paragraph, page 194, *Technical Communication*

Function performed: *body paragraph (developmental)*

Topic sentence: 1st

Description of developmental pattern: *the paragraph uses an "emphatic" pattern (statement + supporting arguments and evidence)*

Sentence 1 states the paragraph's main idea: that solar power could solve eastern Canada's energy problems. Sentences 2 and 3 claim and partly substantiate solar power's efficiency. Sentences 4 and 5 argue that solar power is cost-efficient. Sentences 6, 7, and 8 present the writer's major supporting argument (that solar power is safe, especially compared to nuclear power). The last sentence sums up and re-emphasizes the main point.

Paragraph: 1

Function performed: _____

Topic sentence: _____

Description of developmental pattern: _____

Paragraph: 3

Function performed: _____

Topic sentence: _____

Description of developmental pattern: _____

continued

Paragraph: 4

Function performed: _____

Topic sentence: _____

Description of developmental pattern:

Paragraph: 5

Function performed: _____

Topic sentence: _____

Description of developmental pattern:

Paragraph: 6

Function performed: _____

Topic sentence: _____

Description of developmental pattern:

PARAGRAPH ANALYSIS EXERCISE 2

Student name:

Paragraphs to be analyzed: paragraphs 2, 3, 4, 5, and 6 in Figure 18.2, page 397, *Technical Communication*, third Canadian edition

(Note: The 4-part list on the first page of the memo is part of paragraph 6.)

Directions:

1. **For each of the paragraphs assigned,**

- a. identify the paragraph's function (introductory, transitional, developmental, concluding)
- b. identify the topic sentence of that paragraph (1st, 2nd, 3rd, etc.)
- d. describe the developmental pattern used to develop that paragraph (see pp. 195-200)

Sample Paragraph: sample coherent paragraph, page 194, *Technical Communication*

Function performed: *body paragraph (developmental)*

Topic sentence: 1st

Description of developmental pattern: *the paragraph uses an "emphatic" pattern (statement + supporting arguments and evidence)*

Sentence 1 states the paragraph's main idea: that solar power could solve eastern Canada's energy problems. Sentences 2 and 3 claim and partly substantiate solar power's efficiency. Sentences 4 and 5 argue that solar power is cost-efficient. Sentences 6, 7, and 8 present the writer's major supporting argument (that solar power is safe, especially compared to nuclear power). The last sentence sums up and re-emphasizes the main point.

Paragraph: 2

Function performed: _____

Topic sentence: _____

Description of developmental pattern: _____

Paragraph: 3

Function performed: _____

Topic sentence: _____

Description of developmental pattern: _____

continued

Paragraph: 4

Function performed: _____

Topic sentence: _____

Description of developmental pattern:

Paragraph: 5

Function performed: _____

Topic sentence: _____

Description of developmental pattern:

Paragraph: 6

Function performed: _____

Topic sentence: _____

Description of developmental pattern: