

Revising paragraphs

A paragraph is usually made up of an introductory sentence, supporting sentences and a concluding sentence that describe or discuss one main topic. When you **revise** a paragraph you need to check that all these sentences have been included. You also need to check your use of different sentence types (simple sentences, compound sentences and complex sentences) as well as the way the information in the paragraph is organised.

Example: My favourite teacher is Mr Msomi for many reasons.

Firstly, he has a great sense of humour and makes Life Sciences fun.

Secondly, he loves nature and often takes us on field excursions.

Finally, he is my hockey and cycling coach. Mr Msomi is my favourite teacher for all these great reasons.

The concluding sentence summarises the main idea and is linked to the introductory sentence.

The introductory sentence introduces the main idea.

Sentences 2–4 are supporting sentences and give more detail about the character of Mr Msomi. Take note of the use of linking words used to connect sentences and the use of key word repetition and pronouns.

- I printed it in colour.
- He had to take it home again.
- He plays school soccer in winter.
- She wants to become a doctor.
- They impact on career choices.

Secondly, it has a magnificent stadium, called Nelson Mandela Bay Stadium. (____) Port Elizabeth has many exciting tourist attractions. (____) Firstly, it is situated in Algoa Bay where sea lovers can scuba dive, swim and surf as well as see dolphins in the waves. (____) These exciting tourist attractions ensure Port Elizabeth is the chosen destination. (____) Then there are historical landmarks like the Bell Tower, City Hall and St George's Park. (____)

1. Combine the simple sentences below with a suitable simple sentence from the margin to form compound sentences. Insert suitable conjunctions from the box below to join your new sentences. The first one has been done for you.

as because and SO however

a) Ayanda plays club soccer in summer, however he plays school soccer in winter.

b) Frieda studies hard for her exams

c) I typed my magazine article on the school computer

d) Subject choices are important

e) Rifiq's dog followed him to school

2. A learner wrote the paragraph in the margin. Number the sentences so the paragraph is more logical. Identify the introductory sentence (I), supporting sentences (S1, S2 and S3) and concluding sentence (C) by writing I, S1, S2, S3 and C after the sentences. Rewrite the sentences in the correct order on a separate piece of paper.

Editing paragraphs

Every stage of the writing process is important if you want to improve your writing. After you have *planned*, *drafted* and *revised* a paragraph, you will still need to *edit* it by checking and correcting grammar, vocabulary use, spelling and punctuation.

When you check your grammar and vocabulary, look at the following details:

- Does each sentence have a subject?
- Do the subjects and verbs agree with each other?
- Do verbs have the correct tense?
- Does each sentence make sense?
- Are the words interesting and descriptive?

1. The paragraph below is the revised draft of a paragraph on the topic *Why I need to save money*. Read the different sentences that make up the paragraph and then correct the errors according to the requirements listed below.

(a) My old racing bicycle falls to peaces. (b) Its tires are worn and the chain keep on slipping. (c) Racing bikes costs a lot and I battled to save money. (d) I spend my money on sweets and air time. (e) If I wanted a new racing bicycle Ill have to strat saving seriously.

- a) In sentence (a):

- correct a spelling error: _____
- rewrite the sentence in the present continuous tense: _____

- b) In sentence (b):

- correct a spelling error: _____
- correct the subject–verb agreement: _____

- c) In sentence (c):

- correct the subject–verb agreement: _____
- rewrite the sentence in the simple present tense: _____

- d) In sentence (d):

- add a preposition: _____
- rewrite the sentence in the simple past tense: _____

- e) In sentence (e):

- correct the apostrophe use: _____ (write the word only)
- correct two spelling errors: _____ (write the word only)

2. Write your final draft of the paragraph on a separate piece of paper.

