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Aims

The study skills learnt in this section should enable the student to: -

- Write gripping paragraph openings
- Control the '*direction*' of the paragraph
- Employ brief (as well as long) sentences
- Punctuate the work accordingly
- Make the work comprehensible to outside parties
- Close paragraphs in a brisk, business-like manner

Section 1: Opening Comments

A sentence consists of a meaningful collection of words, centred upon one specific point. A paragraph consists of a collection of sentences all focused upon one main theme or topic.

Sentences and paragraphs serve to: -

- 1.1 Break down a piece of writing into its constituent parts
- 1.2 Show how informative points and arguments relate to one another
- 1.3 Guide the reader's train of thought

Section 2: Paragraph Openings

When a paragraph is '*opened*' it should: -

- 2.1 Begin by saying things the reader understands or probably expects to hear
- 2.2 Contain an opening sentence which: -
 - 2.2.1 Relate to the Essay Title (or Sub-Titles of a larger assignment)
 - 2.2.2 Convey the issues at hand
 - 2.2.3 Captivate the reader's attention
 - 2.2.4 Be brief and to the point
 - 2.2.5 Clearly introduce the main point or argument
 - 2.2.6 Be relatively uncomplicated

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