

HO- 62 Multi-Paragraph Reports

A **paragraph** is a group of sentences that focus on one subject or idea. A paragraph

- has an introductory sentence that tells what the paragraph is about.
- has supporting ideas that give further information.
- ends when the author switches subjects.

In a **multi-paragraph report**:

- the first paragraph introduces the topic.
- the last paragraph summarizes the topic.
- the paragraphs in between present different types of information about your topic.

Think of your report as a sandwich. The first and last paragraphs are the slices of bread. In between, there are one or more paragraphs of “fillings.”



First paragraph

Additional information

Last paragraph

You probably know where Australia is, but some of its neighbours may be less familiar. New Zealand, for example, is a pair of islands across the Tasman Sea, southeast of Australia. New Guinea is very near Australia, just to the north of the eastern end of the small continent. New Caledonia is due east. The continent of Europe...

- *Introductory sentence*
- *Supporting details*
- *Switch subjects*