<table>
<thead>
<tr>
<th>Purpose</th>
<th>Paragraph Breakdown</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ARGUE</strong></td>
<td>A paragraph can be used to argue for or against a point of view. Each paragraph should focus on developing one main point for or against the position.</td>
</tr>
<tr>
<td><strong>Topic Sentence</strong> - introduce the argument and position for or against</td>
<td></td>
</tr>
<tr>
<td><strong>Supporting Sentences</strong> – develop the reasons for your position and presents facts and examples to support this; address any counter-arguments</td>
<td></td>
</tr>
<tr>
<td><strong>Conclusion</strong> – restate position</td>
<td></td>
</tr>
</tbody>
</table>
| **Useful transitional words and phrases** | For giving reasons: first, second, third, another, next, last, finally, because, since, for  
For counter-argument: but, however, of course, nevertheless, although, despite  
For concluding: therefore, as a result, in conclusion, thus |
| **CLASSIFY** | This paragraph structure can be used to organise information, items, or ideas into categories. The organisation of information will depend on your purpose and subject area. |
| **Topic Sentence** - Introduce the items being classified and/or the categories for classification |
| **Supporting Sentences** – provide more information about the items, and how their characteristics fit into a particular category |
| **Conclusion** – repeat what classification the item or category belongs to |
| **Useful transitional words and phrases** | Can be divided, can be classified, can be categorised  
the first/second/third |
| **COMPARE or CONTRAST** | Use this paragraph structure if you need to examine similarities and differences. This paragraph structure is useful for literature reviews and reports. |
| **Topic Sentence** - introduce the items to be compared or contrasted, noting similarity or difference |
| **Supporting Sentences** – identify, describe, and discuss any similarities or differences |
| **Conclusion** – summarise and interpret the similarities and differences discussed |
| **Useful transitional words and phrases** | For comparison: similar to, similarly, in the same way, like, equally, again, also, too  
For contrast: in contrast, on the other hand, different from, whereas, while, unlike, but, although, however,  
conversely, yet, unlike |
| DEFINE | **Topic Sentence** -  
provide a simple definition of a concept  
**Supporting Sentences** –  
provide more information through description, explanation, and examples; makes links between the concept and how it applies to a particular context or field  
**Conclusion** –  
not necessary; can transition to the next paragraph if related to the concept |

**Useful transitional words and phrases**  
for example, for instance, an illustration of this, another example, firstly, the first step, secondly, the second step, finally, the final step |

| DESCRIBE | **Topic Sentence** -  
introduce the item to be described  
**Supporting Sentences** –  
provide specific and detailed information about the item’s characteristics and functions  
**Conclusion** –  
not necessary; can transition to the next paragraph if related to the item described |

**Useful transitional words and phrases**  
In the foreground, in the middle distance, in the background, in the far distance, next to, near, up, down, between, beneath, above, below, on top of, beneath, left/right, centre, front, back, middle, in the interior, on the exterior, on the inside, on the outside, surrounding |

| EXPLAIN | **Topic Sentence** -  
introduce what will be explained  
**Supporting Sentences** –  
explain each of the steps involved in the process, in the order that the steps are to be performed. Includes information about how something happens and why  
**Conclusion** –  
provide a brief summary of the process |

**Useful transitional words and phrases**  
At first, initially, the first step, while, at the same time, the second/third/next step, after, next, finally, eventually, the final/last step |

| ILLUSTRATE | **Topic Sentence** -  
state a general idea  
**Supporting Sentences** –  
introduce examples to support the idea  
**Conclusion** –  
make a link between the examples and the general idea |

**Useful transitional words and phrases**  
For example, for instance, an illustration of this, another example |