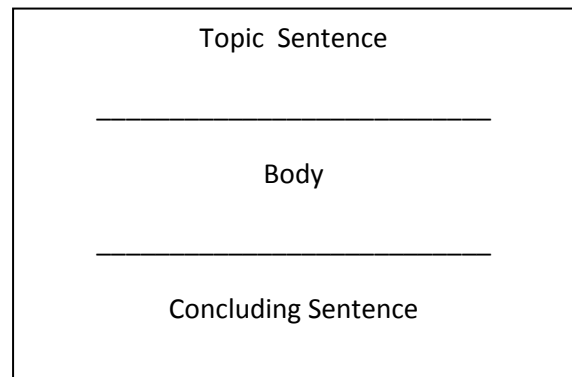


Writing a Well-Structured Paragraph

Objectives <ul style="list-style-type: none">• Students will recognize the parts of a 3.5 paragraph.• Students will write a well structured 3.5 paragraph.	Time frame to Complete 1½ hours or two 45 minute sessions
Standard(s) Addressed in Lesson	Convey Ideas in Writing
Benchmark(s) Addressed in Lesson	W.4.1; W.4.4; W.4.10; W.4.12
Materials <ul style="list-style-type: none">• Paragraph practice worksheet 1• Paragraph practice worksheet 2• Career Planning Tools<ul style="list-style-type: none">○ What do you want in a boss? Worksheet○ What does an employer want? Worksheet	
Activities <p><u>Step 1</u> Explanation - Explain to students how writing will help them on their journey to choosing and completing a career path through use on applications, assignments, and reports that are required on their path. Explain that a well structured 3.5 paragraph consists of a topic sentence (a generalization), the body (related particulars), and a concluding sentence (the generalization restated).</p> <p><u>Step 2</u> Model - Distribute the Paragraph Practice 1 Worksheet. Review the defined parts of a 3.5 paragraph. Next, look at an example of a well written paragraph with the different sections being distinguished in some manner. (color, size of text, different font etc.) See attached sample paragraph 1. Discuss the topic sentence and how it is a broad generalized statement about the topic. Point out the body of the paragraph and how the sentences are related ideas to the topic. Look at the conclusion sentence and discuss with the students how this is a restatement of the topic sentence.</p> <p><u>Step 3</u> Guided practice- provide the students with another sample paragraph. (Sample paragraph 2) Let the students highlight the 3 main parts on their own using 3 different colored markers. (Example- yellow to highlight the topic sentence, blue to highlight the body, and green to highlight the concluding sentence.) Then, go over their markings as a large group.</p>	



Step 4 As a practice exercise in writing a 3.5 paragraph, have the students fill in the blanks to the provided statements on the Practice Exercise 1 worksheet. When all the blanks have been completed have them rewrite the statements in paragraph form. Point out that statement 1 will be the **Topic Sentence**. Statements 2-4 will form the **Body** and statement 5 will be the **Concluding Sentence**.

Step 5 To help students with the brainstorming process for writing a paragraph on their own have them complete two of the Career Planning Tool worksheets. (“What do you want in a boss?” and “What does an employer want?”) They will use this information to complete the questions on Paragraph Practice Worksheet 2.

Step 6 Let the students know that they will now use the information from the two career planning activity sheets to complete the questions on the Sample Paragraph 2 worksheet.

Step 7 Application- Now that the brainstorming activities are completed; allow students to choose one of the topics listed on Paragraph Practice 2 Worksheet. They will use their personal responses to the questions to write a well constructed 3.5 paragraph in response to their chosen topic.

Assessment/Evidence

- Highlighted sample paragraph
- Completed Paragraph Practice Worksheets 1 and 2
- Student written 3.5 paragraph

Adaptations for Beginning Students

Writings will be done as large group or in small groups with teacher support as needed.

Adaptations for Advanced Students

Students will develop a 3.5 essay in response to the topics provided.

Paragraph Practice 1

Name _____

Date _____

3.5 Paragraph: a paragraph that makes three points in five sentences.

Sentence one – The topic sentence that presents the subject of the paragraph.

Sentences two, three, and four – Sentences that support the topic sentence with specific examples.

Sentence five – The last sentence is the conclusion which re-states the topic sentence.

Sample paragraph 1

Many reasons lead people to make one of the most important decisions about their future, choosing a career. *People may lose their job and need to find a new one. They may be unhappy in a current job and choose to try a different career. Or, they might currently be thinking about going to school and need to decide what area to study. **Whatever the reasons, choosing a career has an important impact on our lives and needs to be taken seriously.***

Sample paragraph 2

Nursing takes a special type of person to do the job well. A nurse must have respect for others and must patiently listen to all the complaints of her patients. A nurse must be able to think quickly on her feet in case an emergency suddenly arises. It is important for a nurse to be knowledgeable about health and wellness and demonstrate healthy behaviors. Not just anyone can be a nurse; it takes someone with many skills

Practice writing a 3.5 paragraph

Add either a word or phrase in each blank. Then, rewrite the sentences in paragraph form.

1. The career I might chose after getting my GED is _____.
2. This choice will require me to _____.
3. _____(name of career) will benefit my future by _____.
4. In ten years, I hope to _____.
5. After thinking about it, after I obtain my GED, _____.

Paragraph Practice 2

Name _____

Date _____

3.5 Paragraph: a paragraph that makes three points in five sentences.

Sentence one – The topic sentence that presents the subject of the paragraph.

Sentences two, three, and four – Sentences that support the topic sentence with specific examples.

Sentence five – The last sentence is the conclusion which re-states the topic sentence.

Practice a 3.5 – Add either a word or phrase in each blank.

1. The occupation I might chose is _____
2. List three important attributes or skills needed to qualify for a job in this occupation. You may use the Career Planning Tool “What Does an Employer Want” to identify the skills needed for the occupation of your choice.

3. List three important characteristics you would like your employer to possess. You may use the Career Planning Tool “What Do You Want in a Boss?” to identify the characteristics you think are important.

Chose one of the topics below and write a 3.5 paragraph.

Topic 1

Write a 3.5 paragraph about three important skills you need to qualify for a job in the occupational field of your choice.

Topic 2

Write a 3.5 paragraph about the three important characteristics you would like an employer to possess.

CAREER PLANNING TOOL: WHAT DOES AN EMPLOYER WANT?

Name _____

Date _____

- Indicate the occupation of your choice
- For those attributes you believe an employer wants, place a check in the **Yes box**;
- For those you think an employer does not want, place a check in the **No box**; and
- For those you are uncertain about or think that the expectation is likely to differ depending on the nature of the job or work situation, check the **Maybe box**.

Occupation: _____

Quality	Yes	No	Maybe
1. Timeliness			
2. A strong work ethic			
3. Willingness to do whatever is asked			
4. Willingness to work late or weekends			
5. Honesty			
6. Observes safety rules			
7. Good grammar			
8. Ability to pace oneself			
9. Careful about appearance			
10. Willingness to learn			
11. Politeness			
12. Willingness to work for low wages			
13. Good math skills			
14. Married with dependent children			
15. Respect for others			
16. Leadership			
17. Good physical and mental health			
18. Physical strength			
19. Good writing skills			
20. Computer skills			
21.			
22.			
23.			
24.			
25.			

What are three important attributes you need to qualify for a job or a promotion in the occupational field of your choice?

CAREER PLANNING TOOL: WHAT DO YOU WANT IN A BOSS?

Name _____

Date _____

- Identify which characteristics you want with a check in the **Yes box**;
- Those that you do not want in the **No box**; and
- Those you're uncertain about in the **Maybe box**.

Characteristic	Yes	No	Maybe
1. Sees himself as a "player coach"			
2. Gives clear instructions			
3. Has high expectations			
4. Pays workers what they're worth			
5. Respects religious commitments			
6. Is appreciative			
7. Delegates authority			
8. Listens to complaints			
9. Demonstrates what is wanted			
10. Is family supportive			
11. Wants suggestions and recommendations			
12. Is decisive			
13. Is open in his criticism			
14. Changes his mind frequently			
15. Is willing to try new approaches			

Which of these characteristics do you consider most important? Why?

Characteristic	Reason
1.	
2.	
3.	
4.	
5.	

Is there one characteristic that you believe is not important at all? What is it? Why do you think this?

Characteristic	Reason

