

*Need to write a paragraph?  
No problem! It's an easy TASK!*

**T** is for “topic sentence.”

- ◆ A topic sentence is a one-sentence statement of the main idea of a paragraph.
- ◆ It is usually the first sentence of the paragraph.
- ◆ It contains a topic and a focus.
  - ◆ The topic is the subject you're writing about.
  - ◆ The focus is what you want to tell the reader about that subject.
  - ◆ Here's an example:

Jazz is my favorite kind of music.
- ◆ In this topic sentence, “Jazz” is the topic, and “my favorite kind of music” is the focus.

**A** is for “add details.”

- ◆ Details are examples, ideas, opinions, and personal experiences that help the reader understand your topic sentence.
- ◆ These details are written as sentences to support the topic sentence.
- ◆ For example, if you were to use the “jazz” topic sentence above, you might add details about why you like jazz, you might name some of your favorite jazz artists, and you might tell a brief story about your love for jazz.
- ◆ You can add any kinds of details that will make the reader believe that jazz is your favorite kind of music.

**S** is for “summary sentence.”

- ◆ The summary sentence summarizes or wraps up your paragraph.
- ◆ It is the last sentence of the paragraph.
- ◆ It usually restates the idea contained in the topic sentence.

**K** is for “keep to the topic.”

- ◆ Make sure that every sentence in your paragraph supports your topic sentence.
- ◆ Do not add details that are unrelated to the topic of your paragraph.
- ◆ For example, if you were writing a paragraph about jazz being your favorite kind of music, you would not want to add details about your love for Chinese food or your frustration over the high price of gasoline.

*Writing a paragraph is easy  
if you stay on TASK!*