

METHODS OF PARAGRAPH AMPLIFICATION FOR REPORT TEXT

Not only in the text as a whole but in individual paragraphs it is possible to arrange information logically. In a report these methods may be varied from paragraph to paragraph; you need not stick to a single method.

1. NARRATIVE: a chronological, story-telling development; follows the natural time sequence.
2. EXEMPLIFICATION: Using specific examples to illustrate the abstract or emphasized element.
3. CAUSE/EFFECT OR EFFECT/CAUSE: The arrangement of sentences within the paragraph in order to illuminate causal relationships between bits of information.
4. GENERAL TO PARTICULAR OR PARTICULAR TO GENERAL: The topic sentences serve as general introductions and succeeding sentences particularize this information, or vice-versa.
5. QUESTION TO ANSWER: Topic sentence presents a question, dilemma, or problem which subsequent sentences go on to answer or to solve.
6. COMPARISON/CONTRAST: A parallel consideration of information which either compares or contrasts with the primary information or scheme.
7. WHOLE TO THE PARTS: The purpose of such a paragraph is to identify the parts or divisions of a topic; such moves part to part.
8. DEFINITION OR EXPLANATION: The presentation of the term or notion in the topic sentence and the explanation or clarification of its specific meaning or intent in the subsequent sentences.
9. REFUTATION: The presentation of a particular point of information, hypothesis, deduction, or inference with which the writer differs. The next step is to say directly that this point is untrue, ineffective, unimportant, or whatever. The third step within this paragraph is to provide the evidence which disproves the notion and supports your contention.