



Tips for Writing a Concise and Well-Supported Paragraph

1. Determine the main idea. This should be one of the supporting points in your thesis statement.
2. Write a topic sentence.
3. Use the **Tell** and **Show** method. **Make your claim** and then **provide support** in the form of examples, statistics, or other evidence. Including many claims without supporting evidence will cause your essay to be too general and underdeveloped. Be sure to use a mixture of quotes, paraphrases, statistics etc.

***Tell:** After travelling to Sienna, I began to be a more active person.*

***Show:** Instead of staying at home on weekends, I began to venture out for hikes on the weekend so I could enjoy the natural beauty of the area in which I lived.*

TIP: Make sure that **all** of your claims and evidence relate back to your **topic sentence**. If there are sentences that don't match your topic sentence, remove them or put them in a more relevant part of your paper.

Practice: Label the sentences T (tell) or S (show)

___ Culture tends to play a role in the workplace, although it is not often obvious.

___ During a job interview, I was asked whether I had "motherly responsibilities" at home that would interfere with my work.

___ For example, my co-workers ask me questions about India, even though I have lived in the U.S. my whole life.

___ I have often experienced discrimination based on my gender and my ethnicity.

___ Many companies now offer training to help combat discrimination in the workplace.

___ Many people think that prejudice and discrimination are no longer a problem.

___ People believe that while advances in equality have been made, there are still groups that are treated unfairly and require activism to ensure their equal rights.

___ Training for diversity awareness, cross cultural communication, and workplace sensitivity are now being required by many companies.

___ Taylor asserts that only 30% of companies require diversity training.

Find out more. Search the web or a grammar book for: **concise paragraphs, supporting paragraphs, paragraph development** or read sample essays and underline tell and show sentences.