

Unity is an important characteristic of a well-written paragraph. When a paragraph has unity, all the sentences in it are about one main idea. Another way of saying this is that all the supporting sentences must be **relevant**, which means "directly related to the main idea." For example, if your paragraph is about your mother's good cooking, a sentence such as *My sister is also a good cook* is **irrelevant** (that is, not relevant) because the paragraph is about your mother, not your sister. When you write a paragraph, make sure that all of your supporting sentences are relevant.

### PRACTICE 8

#### Editing for Unity

Work alone or with a partner. Each paragraph contains two irrelevant sentences. Circle the topic and underline the controlling idea in each topic sentence. Then draw a line through each irrelevant sentence.

#### PARAGRAPH 1

#### Boston

Boston is one of the most popular U.S. cities with college students.

There are two main reasons for this. First, students enjoy being in a city that is full of other college students. The Boston area has over 50 colleges and universities, including Boston University, Massachusetts Institute of Technology, and Harvard University. ~~The Charles River, between Boston and Cambridge, is famous for boating and races.~~ Because of the large number of college students, there are many events and activities in the city every day. Second, Boston has the feel of a big city, but it's really rather small. It is quite convenient for students to get around using public transportation. It is very easy for students to become familiar with the city and feel comfortable. There are many friendly neighborhoods near the colleges, and students usually feel welcomed. However, some Boston residents complain about noisy or irresponsible college students. It's no surprise that people regard Boston as one of the top U.S. college towns.

*(continued on next page)*

## PARAGRAPH 2

### Nurses

Good nurses should have at least five characteristics. First, they must be caring. They must show genuine concern for sick, injured, or frightened people. Second, nurses must be extremely organized. If a nurse forgets to give a patient his or her medicine on time, the consequences could be serious. Third, nurses must be quite calm. They may have to make a life-and-death decision in an emergency, and it's clear that calm people make better decisions than anxious people. Doctors also need to stay calm in emergencies. In addition, nurses should be physically strong because nursing requires a lot of hard physical work. Finally, they must be intelligent enough to learn difficult subjects such as chemistry and psychology and to operate the complex equipment used in hospitals today. There is a shortage of nurses today, so they earn good salaries. In brief, nursing is a profession for people who are caring, organized, calm, strong, and intelligent.

## THE CONCLUDING SENTENCE

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Paragraphs that stand alone (that is, paragraphs that are not part of a longer composition) often end with a **concluding sentence**. A concluding sentence signals the close of the paragraph to the reader.

CONCLUDING SENTENCE →



Here are several points to keep in mind about concluding sentences:

- Sometimes a concluding sentence reminds the reader of the main point by restating the topic sentence in different words.

In short, there are several types of college degrees in the United States.

It's no surprise that people regard Boston as one of the top U.S. college towns.

- Sometimes a concluding sentence summarizes the main points.

To summarize, employers look for dependable, responsible team players.

In brief, nursing is a profession for people who are caring, organized, calm, strong, and intelligent.

- Writers often use a **conclusion signal** to show their readers that this is the end of the paragraph. The chart lists several conclusion signals. Notice that there is always a comma after a conclusion signal.

CONCLUSION SIGNALS		
To conclude, In conclusion,	To sum up, To summarize, In summary,	In brief, In short, Indeed,

#### Writing Tip

Never introduce a new idea in your concluding sentence. Instead, review or repeat the ideas you have already discussed.

**DO THIS:** In short, good flight attendants are friendly, self-confident, and strong.

**DO NOT DO THIS:** Also, good flight attendants love to travel.

OR

In conclusion, I hope to become a good flight attendant some day.



Read the paragraphs. Circle the letter of the best concluding sentence for each one, and write it on the line.

**PARAGRAPH 1**

There are two reasons I love big cities. First of all, big cities are alive 24 hours a day. You can go shopping, see a movie, exercise at a gym, get something to eat, or go roller skating at any time of the day or night. Second, in big cities you are free to do whatever you like. No one watches your daily comings and goings. You can stay out all night or stay home all day, and no one will judge you. \_\_\_\_\_

- a. To sum up, I love big cities because you can be independent.
- b. In short, big cities attract me because there are so many things to do.
- c. In brief, I like big cities because of their energy and freedom.

**PARAGRAPH 2**

There are two reasons I hate big cities. First of all, big cities are noisy 24 hours a day. You can hear horns honking, traffic roaring, music blaring, and people talking at all hours. It is never quiet in a big city. Second, there is no feeling of community in big cities. No one knows or cares about you. Neighbors who have lived next door to each other for many years don't even know each others' names. That can make life extremely lonely. \_\_\_\_\_

- a. In brief, big cities are noisy, lonely places to live.
- b. In conclusion, I prefer to live in a small town, where it is quieter and people are friendlier.
- c. Also, big cities have a lot of crime.