

The body gives the details and examples supporting ...

Step 2: Writing the *Body* Material

The *Body* of the paragraph follows immediately after the introductory sentence. The *Body* gives the details and examples supporting the central idea in the introductory sentence.

In the following sample paragraph, the *Body* sentences begin with the second sentence of the paragraph, and finish with the seventh sentence. They contain the explanatory details.

Unhappy Voters

Some voters in MP Jeremy Smith's Calgary riding believe that he should resign his seat in Parliament. *First*, they point to the fact that in 1985, when still a teacher, he wrote two threatening letters to his school board after failing to gain promotions for which he had applied. The voters claim that they do not want an MP who would suggest that someone deserves to be murdered. *Furthermore*, most voters did not know about this on election day; nor did they know that Smith had falsely claimed to have a degree in law. These voters are not prepared to accept this kind of dishonesty in their elected representative. *In addition*, Mr. Smith admitted, after the election, to having acquired several semi-automatic weapons to protect his family years earlier. This offended these voters because the weapons are illegal, and by acquiring them, Mr. Smith seemed to be willing to take the law into his own hands. *Finally*, the voters are upset because either his political party accepted Smith's nomination without investigating his past, or the party hid this information from the voters. Mr. Smith should demonstrate some integrity and resign his seat in the House of Commons immediately.

Achieving Coherence

Coherence is created when you link together the individual ideas that you are discussing. You do this by using connecting words or expressions called *transitions*.

Transitions help the reader follow your train of thought as you finish one idea and begin another. They show the relationship between one idea and the next.

Good Opening *Transitions*:

to begin first firstly

Good Middle *Transitions*:

also second secondly
besides at the same time in addition
as well further furthermore
moreover next likewise
similarly equally important thirdly

Good Closing *Transitions*:

finally last lastly in summary
therefore

To see how this is done, return to the sample paragraph to the left, Unhappy Voters. Beginning with the second sentence, find the words that are printed in italics:

First tips off the reader that what follows is the first reason why the voters want their MP to resign. *Furthermore* and *In addition* tell the reader that the previous idea is complete and a new idea is about to begin. *Finally* informs the reader that the next idea completes the explanation of the main idea. Notice that a comma is inserted after each transition as in: *Furthermore, most voters...*