

SUBJECT: BUSINESS STUDIES

CLASS: JSS 2

WEEK: EIGHT (8)

TOPIC: PARAGRAPHING

LEARNING OBJECTIVES:

1. Meaning of Paragraph
2. Types of Paragraph
3. Explanation of the types of Paragraph

A paragraph is a clear division of a piece of writing. It focusses usually on a single subject matter and is separated from other parts of the writing by a new line of indentation. Paragraph also means the breaking of write-ups into passages or sections in order to facilitate reading and understanding.

**Types of Paragraphing:** There are three types or methods of Paragraphing. These

1. Blocked or Flush Paragraphing;
2. Indented or Semi-blocked Paragraphing;
3. Hanging Paragraphing;

**Blocked or Flush Paragraphing:** Paragraphs written in a blocked style are the ones with the first line flush with left margin. All lines of the paragraph starts from the beginning of the left margin. It is simply a style convention. The first line is not indented and the subsequent paragraphs are separated by a double space between them. For example,

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Here is a note from a man who says his agent has not given him any order that we ship to him.

The name of the agent and his positive ought to be known and is supposed to be in the file, look it up for me.

**Indented or Semi-blocked Paragraphing:** Indentation determines the distance of the paragraph from either the left or the right margin. In this type of Paragraphing, five (5) spaces are usually given from either any of the margin before type starting. The second and subsequent lines start

from the margin. For example,

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Abuja is the capital city of Nigeria. It is located in the centre of Nigeria, within the Federal Capital Territory (FCT). Abuja is planned city and was built mainly in the 1980s.

Abuja's geography is defined by Aso rock, a 400-metre monolith left by water erosion.

The presidential complex, National Assembly, Supreme Court and much of the town extend to the south of the rock.

**Hanging Paragraphing:** A hanging paragraph is the opposite of an Indented paragraph. The first line starts at the either of the margin and all other lines are Indented (2 or 3 spaces given before type starting). For example,

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Abuja is the capital city of Nigeria. It is located in the centre of Nigeria, within the Federal Capital Territory (FCT). Abuja is a planned city, and was built mainly in the 1980s. It officially became Nigeria's capital on 12 December, 1991, replacing Lagos, which is still the country's most populous city.

Abuja's geography is defined by Aso Rock, a 400-meter monolith left by water erosion.

The presidential complex, National Assembly, Supreme Court and much of the town extend to the south of the rock.