

How to write the middle paragraph(s)

[B7.2]

The middle paragraph(s) should contain the details of your request.

1. Start by looking at the list(s) you have built up in the previous steps.

2. The first sentence of the paragraph should do two things:

- **provide an indication of what the whole paragraph is about**
 - The topic heading of your list (*The Interview*) is a good place to start thinking about this

The Interview

- *questions on these*
- *questions attached*
- *10 minutes*

- **present a link to the previous paragraph**
 - One way of doing this is to repeat a key word that appeared towards the end of the previous paragraph.

... naturally thought of your company. I need to carry out this **research** for the Business Studies Diploma I am studying at Victoria University.

The **research** involves a brief (10 minute) **interview** covering the following topics:

3. The remaining sentences of the paragraph should present the information so that it is easy to understand and find again if you have to.

- Presenting the information in order of importance can do this.
- Use short sentences and simple, clear words.
- Make use of bullet points, numbering, underlining, subheadings etc. Be careful, however, as the overuse of these features makes the information more difficult to access.