



Using paragraphs and charts

Paragraphs

You can use paragraphs to break up long pieces of writing into shorter manageable chunks.

A paragraph is a section of writing made up from a group of sentences or sometimes from a single sentence, like the one above. A paragraph focuses on one main idea or theme. New paragraphs begin on a separate line. There's usually a one-line gap between paragraphs.

Charts

Using charts can make writing that contains a large amount of numerical information easier to understand and gives your text more impact. You can choose from many different types of chart - for example, bar charts, pie charts and pictograms.

If you use charts in your written work it's important to give them a **title** and label them clearly so that the reader will understand the information you're presenting.

This pie chart below has a clear title and a key. These explain what the pie chart is showing and what each section of the pie represents.

