**Writing Exercises for Beginning Students**

1. **The Simple Paragraph**

The first element of a paragraph is the topic sentence. This sentence gives the reader the main point of the paragraph. The last sentence of a paragraph, when it stands alone, is a concluding sentence. It gives some final thoughts about the topic. In between are two to four sentences that expand the idea, give examples, or argue a point. For example, a simple paragraph about fall might look like this. Note the use of color words and fall vocabulary.

*Fall is a beautiful season.* (introductory sentence) *Green leaves change to red, orange and yellow. People use brightly colored pumpkins and gourds as decorations. The sky is blue, and the wind is soft.* (supporting sentences) *I enjoy fall in the U.S.* (concluding sentence)

1. **Emails**

Write your teacher a short email asking questions about the material in class/session or about an upcoming test. Or write an email about your life outside class/tutoring.

1. **A Thank-You Note or Card**

**Hand written notes are few and far between in today’s culture, but almost everyone appreciates receiving one.** And if we think for just a few minutes, most of us can name something and someone we are thankful for. It only takes familiarity with the simple present and the simple future to write this type of note.

Dear \_\_\_\_\_\_\_,   
Thank you for the \_\_\_\_\_\_\_\_\_\_. Insert a sentence saying what you like about it. Insert a saying how you will use it. I appreciate your thoughtfulness (or generosity).   
Sincerely,   
\_\_\_\_\_\_\_\_\_

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