

## Writing Handout 06 – Concluding Sentences

**Question:** What are the main functions of concluding sentences?

Concluding sentences have to be consistent with the rest of the paragraph. The two typical main functions of a conclusion are (1) to summarize the main points or theme of the paragraph or essay and (2) to make observations, predictions and/or recommendations. In general, conclusions can:

- ✓ restate the topic sentence.
- ✓ summarize the main idea of the paragraph.
- ✓ make a prediction connected to the paragraph's topic.
- ✓ make a suggestion or give advice connected to the topic.

**Question:** What information should a concluding sentence contain?

A concluding sentence may contain a restatement of the main information in the body of the essay. However, it should **NOT** contain new information.

### *Writing a concluding sentence*

When you write your concluding sentence, it is important to use **transition words**. The paragraph is moving from the body to a different section. Some example transition words are:

<i>In conclusion, ...</i>	<i>For the above reasons, ...</i>	<i>In the end, ...</i>
<i>As you can see, ...</i>	<i>To summarize, ...</i>	<i>To conclude, ...</i>
<i>In closing, ...</i>	<i>Indeed, ...</i>	<i>Certainly, ...</i>

Concluding a paragraph usually involves either (1) restating the main idea, (2) summarizing the important points discussed, or (3) stating a logical conclusion.

### **(1) Restating the Main Idea**

For example:

<u>Topic Sentence:</u>	My grandfather Samuel is a very superstitious person.
<u>Concluding Sentence:</u>	As you can see, Samuel's life is certainly guided by superstitions.

In this example, the topic sentence is basically just restated: superstitious → superstitions.

## (2) Summarizing the Important Points Discussed

If your paragraph has three examples of support, you may conclude the paragraph by summarizing those points.

For example:

<u>Topic Sentence:</u>	Student's part-time jobs have many negative effects.
<u>Concluding Sentence:</u>	In the end, we need to consider the educational, social, and personal costs of working at part-time jobs.

The paragraph obviously discussed how doing a part-time job negatively effects students' **education**, their **social lives**, and their **personal lives**.

## (3) Stating a Logical Conclusion

When you write a paragraph or an essay, it is expected that you have learned something and have convinced your reader that they should share the same opinion as you. Based on the information you wrote, think about what can be a logical conclusion.

For example:

<u>Topic Sentence:</u>	Personal computers provide many useful functions in Japanese homes today.
<u>Concluding Sentence:</u>	Indeed, personal computers have become an important part of modern Japanese home life.

NOTE: **Do NOT use “therefore”** as a concluding sentence transition because it is a word usually used to support within a paragraph.