

Writing Handout 16 – Concluding Paragraphs

Question: What are the main functions of concluding paragraphs?

Concluding paragraphs must be consistent with the rest of the essay. The two main functions of a conclusion are to summarize the main points or theme of the essay and to make observations, predictions and/or recommendations.

Question: What information should a concluding paragraph contain?

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

Question: Is your attitude or position on the theme of the essay restated or stated for the first time in the concluding paragraph?

At some point, in most essays, you will be required to state your own attitude or position towards the topic. Most academic essays are argumentative, requiring you to take a position and defend it with evidence. Sometimes, you will want to state your position at the outset. At other times, you will want to weigh the evidence, and only reveal your position in the conclusion of the essay.

In general a concluding paragraph will begin with a concluding sentence. The concluding sentence should begin with a transition, then rephrase the Main Idea Sentence. What comes after is usually giving advice, making recommendations, or making predictions. Often, 3 or 4 sentences after the concluding sentence is enough.

Review Your Concluding Paragraph

Concluding paragraphs summarize your work, but they should also do more: they should provide some change or action that shows a result of reading your essay.

Conclusion Checklist

- ✓ Is there a clear relationship between your examples and your conclusion?
- ✓ Are the main points summarized in a logical and coherent way?
- ✓ Have you referred to the introduction and shown how you have answered the concerns or questions you have raised?
- ✓ Is it appropriate to mention further work or research that needs to be done?
- ✓ Do you need to emphasize that your conclusions have conditions?
- ✓ Have you avoided introducing new material?
- ✓ Are your recommendations based on your arguments?
- ✓ Does your conclusion *restate* your position?