

Writing Conclusions

A good piece of writing needs to have an effective conclusion. Conclusions are an important part of a paper or presentation structure. They should restate the argument, remind the reader of the two or three key points which provide the most important support for the argument and then draw the writing to a close. Your conclusion should leave your reader with a final positive impression of your piece of work.

The Dos and Don'ts of Conclusions



A conclusion **should**:

- 1) Refer to the question and to the focus you have outlined in your introduction (your thesis statement). This gives your paper a sense of unity.
- 2) Provide a logical ending to what has previously been discussed. It must pull together all your arguments or ideas.
- 3) Add to the overall quality and impact of the essay. This is your final statement about this topic; thus a key take-away point can make a great impact on the reader.

N.B. Depending on your topic you may be required to present implications or recommendations in your conclusion.



A conclusion **should not**:

- 1) Just sum up or read like a completed to do list.
- 2) End with a quotation — it needs to be a summary of your argument.
- 3) Focus merely on a minor point in your argument.
- 4) Introduce new material.

Some Guidelines

- A conclusion is commonly 10% of the total word length of your assessment — like an introduction.
- If you are required to make recommendations this may need to be longer OR you may need a separate recommendations section.
- Check your course guidelines for specific requirements.

Read the sample conclusion on the following page which has been broken into numbered sentences to demonstrate the structure.

(1) It is evident, therefore, that not only do employees need to be trained for working in the Australian multicultural workplace, but managers also need to be trained. (2) Managers must ensure that effective in-house training programs are provided for migrant workers, so that they become more familiar with the English language, Australian communication norms and the Australian work culture. (3) In addition, Australian native English speakers need to be made aware of the differing cultural values of their workmates; particularly the different forms of non-verbal communication used by other cultures. (4) Furthermore, all employees must be provided with clear and detailed guidelines about company expectations. (5) Above all, in order to minimise communication problems and to maintain an atmosphere of tolerance, understanding and cooperation in the multicultural workplace, managers need to have an effective knowledge about their employees, to understand how their social conditioning affects their beliefs about work and to have the communication skills to develop confidence and self-esteem among diverse work groups. The culturally diverse Australian workplace may never be completely free of communication problems, however, (6) further studies to identify potential problems and solutions, as well as better training in cross cultural communication for managers and employees, (7) should result in a much more understanding and cooperative environment.

Conclusion Breakdown

Sentence	Function	Comment
1	<i>Reference to thesis statement</i>	In this essay the writer has taken the position that training is required for both employees and employers to ensure they can successfully navigate the multicultural workplace.
2-5	<i>Structure overview</i>	The writer pulls the together the main ideas presented in the essay. These are key points of the argument or core topics.
6	<i>Recommendation</i>	The writer identifies conditions that need to occur — in this case this means further research and training — if situation is to improve.
7	<i>Take away message</i>	The final summary statement that is based on the evidence presented within the paper.

References

Academic Skills Centre, 2013, Writing an introduction and conclusion, University of Canberra, accessed 13 August, 2013, <http://www.canberra.edu.au/studyskills/writing/conclusions>

Note:

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