

The LSS 'How to' Series

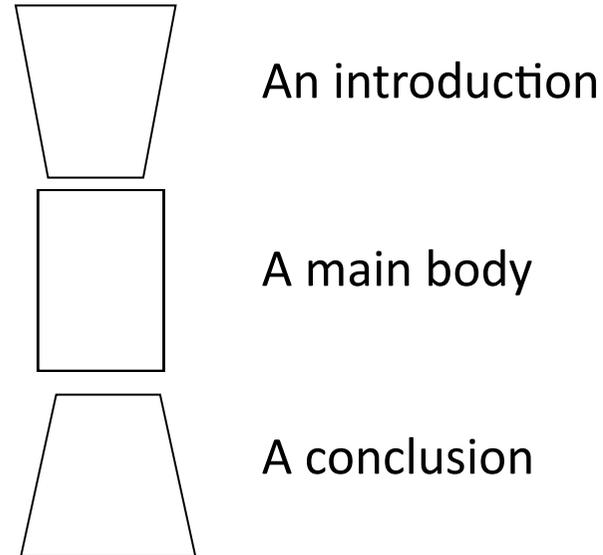


C2 How to write introductions and conclusions

The Learning Support Service
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Essays have a clear structure with:



Understanding how the structure works will help you plan, research and write your essays and ensure that the ideas flow and are easy to read and understand.

See over for a handy guide to how to frame your main body with an introduction and a conclusion

The Introduction

The job of the introduction is to:

- convey the **subject matter** of the paper
- outline the **structure** that your essay is going to take

Think of it as the 'road map' of your essay.

- It is generally a good idea to leave writing the introduction until after you have written the main body of your essay. How would you 'introduce' a person you didn't know?
- Play back the title to the examiner by explaining how you interpret it and what angle you will take.
- Explain the lines of argument you are going to pursue.
- Indicate the main evidence you will draw on or theories you will rely on.
- Very briefly, give a flavour of the conclusion you will reach.

The Conclusion

Do not end an essay abruptly. It creates the impression that you have suddenly run out of things to write.

- The conclusion should follow on logically from the main argument of your essay.
- Draw on the points you have established in each paragraph
- It is not possible to retain detail when writing summaries - so don't try!
- The conclusion should not be longer than your introduction.
- Good conclusions can be written using the topic sentences which should be the first lines of your paragraphs.
- Make sure your conclusion sounds confident. Do not qualify your conclusion with 'buts' or 'maybes' as this will weaken the overall impact of your essay. You have carried out all this research and are now an expert on the topic!
- Focus on proving your thesis statement