



#### WRITING TIP

#### STUDY SKILLS: Be organized

Whenever you have an essay, report or thesis to write, be organized about how you approach your work. Follow the steps: brainstorm, research, plan and draft, write the introduction and conclusion, write the supporting paragraphs.

After brainstorming, and after planning and drafting your writing, it is time to complete your introduction and write your conclusion. Your introduction will set up your essay for the reader, and your conclusion will bring together your arguments and state your opinion.

## Practice

- 1**  **Choose an article (not a blog) and analyze the introduction and conclusion.**
  - How effective is the introduction? What about the conclusion?
- 2**  **In pairs, discuss the differences between an introduction and a conclusion.**
  - What is the purpose of each?
  - What is the main difference?
- 3** **Look at the key features of introductions and conclusions below. Which ones did you include in your discussions in Exercise 2?**

### Key features

#### Introductions

The introduction of your essay will almost always end with a thesis statement, which sets up your essay with phrases such as *In this essay I will argue ... In this essay I will demonstrate ... In this essay I will discuss ...*

Before this, in order to draw the reader in, a well-written introduction often contains one or more of the following:

- some background information about the topic placing it in context, which the reader will need to understand your essay
- a personal story relating the topic to your own experiences
- a surprising fact or statistic that emphasizes how important the subject of your essay is
- a reference to a common misconception that your essay will discuss or try to disprove
- a quotation from a famous person, stating an opinion that you may argue for or against

#### Conclusions

Your conclusion should do more than just sum up the important arguments in your essay. A well-written conclusion often contains one or more of the following:

- a warning to readers of the consequences of not addressing the issues discussed in your essay
- a recommendation for a way of addressing a problem or making a change
- a quotation or expert opinion that adds authority to your stated conclusions
- a powerful image – a story, fact or use of figurative language to drive home the ultimate point of your paper
- a relevant personal reflection drawn from your research
- a call for further research into some of the issues addressed in your essay

- 4** **Think about this essay title: *Young people should stop using their phones and start talking to people face-to-face.* Using the ideas in Exercise 3, plan and write a short introduction and conclusion for this essay.**

**5**  **In pairs, compare introductions and conclusions.**

**Consider the following questions:**

- Does the introduction set up the essay well?
- Does it place the essay in context?
- Does it make you want to read on?
- Does the conclusion draw together the main ideas in the essay?
- Does it make you think?
- Are there any spelling or grammar mistakes?

## Reflect

**6** **Think about the lesson. Answer the following questions, and make notes.**

- What's easy about writing introductions and conclusions?
- What's difficult?
- Does leaving the introduction until the end make things easier for you?
- Do you feel more confident about starting and finishing your essay about social media?