

CONCLUDING SENTENCES

I Concluding Signals

- a) followed by a comma
- finally,
 - in conclusion,
 - in summary,
 - therefore,
 - thus,
 - as a result,
 - indeed,
 - in brief,
 - in short
- b) not followed by comma
- we can see that
 - it is clear that
 - these examples show that
 - there can be no doubt that
 - the evidence suggests that
 - it is completely obvious that

II Concluding sentence should

- signal the end of the paragraph
- summarize the main points in the paragraph

III Concluding sentence should not

- summarize ideas that were not in the paragraph
- add new information to the given support

A concluding sentence is the last sentence in the paragraph and should restate the main idea. It should summarize the paragraph. The Concluding sentence brings the paragraph to a close in a nice, neat little package

In case there is no room, you can have only one concluding sentence for the essay, not one for each paragraph.

ESSAYS AND REPORTS – 200 words

- Essays** 4 to 5 paragraphs
- INTRODUCTION
- Hook
 - Thesis statement
- BODY
- 2 – 3 paragraphs
 - Topic sentence (per paragraph) -
 - Supporting evidence – for each topic sentence
- CONCLUSION
- Concluding sentence
 - Concluding remarks

- Reports** 4 to 5 paragraphs
- INTRODUCTION
- Aim
 - Status of the writer
 - Source of the information
- BODY
- Main findings (1 per paragraph)
 - Statistics/evidence to support the findings
- CONCLUSION
- Summary sentence
 - Recommendation for further action

SHORT TASK – 120 words

A semi/formal letter (not personal)

respond to a prompt

no slang

no contracted forms

no colloquialisms

WHO? WHY? WHAT? (information, action) HOW? (style, layout)

http://essayinfo.com/essays/5-paragraph_essay.php

A paragraph

is a basic unit of organisation in writing in which a group of related sentences develop a main idea

Every paragraph needs a topic sentence. The topic sentence is usually the first sentence of the paragraph. It gives the reader an idea of what the paragraph is going to be about.

Topic sentence

A support

B support

C support

Concluding sentence

The supporting sentences need to be about the idea presented in the topic sentence. In a paragraph, every sentence should "belong".

Here is an example of *a proper paragraph* with supporting sentences:

I had a wonderful summer. First, I started sleeping in every day. I would then go swimming with my friends. I stayed up late watching TV a lot, and I went to camp for a week. I wished my summer would never end!

Here is an example of a paragraph that has a sentence that doesn't quite fit in. Try to find it!

Regardless of what some people may think, the desert is a beautiful place. The blossoming wildflowers in the spring are a joy to see. Spectacular sunsets delight the eye. Sometimes I go swimming. The occasional quail or roadrunner dart across the sandy roads. It is a unique experience.

A carefully thought out topic sentence will serve two important functions. First, it will provide you, the author, the means to stay focused on your objective. It's a lot easier to write if you know what you are going to write about! Second, a clearly stated topic sentence will provide readers with the tools they need to clearly understand what you have to say. These are important reasons to carefully consider topic sentences before beginning writing.

<http://english.ttu.edu/uwc/topicsen.html>

The Hook

- is the opening statement of the essay
- functions as the means to catch the reader's attention
- usually has a prescribed format

Formats

- a quotation
- a rhetorical question
- an intriguing observation
- a unique scenario
- statistics

Thesis Statement

- states the main topic
- often lists the subdivision of the topic
- may show the method of organization of the essay
- is usually the last sentence of the introductory paragraph

Requirements

- it has to be a complex sentence
- it should not be written as a question
- it should express an opinion, an attitude, an idea
- it cannot just announce the topic that is going to be developed