### Specifications for Writing Introductions and Conclusions

1. THE INTRODUCTION

Your introduction) is the first point of contact readers have with your work, so you want to make a good initial impression. It will act as a map for them to follow as they read on through the body of the report and help them make sense of it.

Therefore, it is important that your introduction is consistent with the rest of your report. If it is not, your readers will become confused and may not be convinced by what you say.

To do this, you need to follow the instructions in the table below.

**The structure and contents of an introduction**

|  |  |
| --- | --- |
| SECTION | FUNCTION |
| Orientation to your topic | * To provide the reader with a brief general background to your topic |
| Purpose statement | * To state the purpose of the report |
| Recommendation | * State briefly the recommendation you will make |
| Overview | * To preview the stages through which the report will develop. |

Getting started

Don’t try to start by mapping out the perfect introduction. After you have written the body of your report and the conclusion, you will know exactly how you have developed your arguments.

You will then be in a position to write an introduction that truly reflects what you have written, rather than writing an introduction and finding later that the rest of the report doesn’t fit.

2. THE CONCLUSION TO YOUR REPORT

Your conclusion is your last point of contact your reader has with the report. As with your introduction, you want to leave a strong impression of its clarity and consistency. Your conclusion should mirror your introduction.

It must NOT contain new information.

Check that what you say in your conclusion represents what you have said in the introduction and body of your report.

The structure and contents of a conclusion

|  |  |
| --- | --- |
| COMPONENT | FUNCTION |
| Summary/overview of what you have presented in the report | * To look back over the information you have presented and comment on how it has contributed to your recommendations This section may be quite brief. |
| Restatement of your recommendation | * To confirm the recommendation you made in your introduction |
| Rounding-off statement | * To suggest what the next step could be in following up this recommendation |

The material was adapted from Module 3 Units 1, 3 & 4 of the Write Site: Introductions and Conclusions. **http://writesite.elearn.usyd.edu.au/**