

Elements of the Lecture

1. Concluding Paragraph
2. Essay Outline

Concluding Paragraph

The conclusion is your last chance to make your point clear.

The concluding paragraph consists of:

- A summary of the main points, or a restatement of your thesis in different words;
- Your final comment on the subject, based on the information you have provided.

**The concluding paragraph should be introduced with a conclusion transition signal:
in conclusion, in summary, in brief, in short, indeed**

Here are some basic principles you should follow to write an effective conclusion:

1. The conclusion should follow logically from the body of the essay.
2. The conclusion must summarize the whole essay, not just one or two major points.
3. The conclusion should not raise any new points but must be related to the thesis statement or body of the essay.

You can use different devices to make your final comment more interesting.

Some of them are:

- emphasize the result of the ideas in the essay;
- offer a solution to the problems stated in the essay;
- predict a situation that will result or occur from the ideas introduced in the essay;
- make a recommendation concerning material presented in the essay.

Here are techniques that you can use to write a memorable conclusion.

Make a prediction.

We have seen how the costs of attending college have been rising while, at the same time, sources of financial aid for students have been disappearing. If this trend continues, fewer and fewer families will be able to send their children through four years of college.

Suggest results or consequences.

To sum up, the costs of attending college are up and financial aid for students is down. Fewer and fewer future members of the workforce are able to educate themselves beyond high school. As a result, the nation will waste the intelligence, imagination, and energy of a large segment of the present college-age generation.

Suggest a solution, make a recommendation, or call for action.

It is clear that the U.S. system of higher education is in trouble. For many students, four years of college is no longer possible because of increasing costs and decreasing financial aid. To reverse this trend, we must demand that government increase its financial support of colleges and universities and restore financial aid programs. Our future depends on it.

Quote an authority on the topic.

In conclusion, costs are rising and financial aid is declining, with the result that many can no longer afford to go to college. If our nation is to prosper, increased government funding for education is essential, even if it requires higher taxes. As Horace Mann¹ argued in his *Fifth Annual Report*, a nation's economic wealth will increase through an educated public. It is therefore in the self-interest of business to pay the taxation for public education.

Step 1 Read the following essay and the two possible concluding paragraphs.
Step 2 Then answer the questions.

Culture Shock

Moving to a new country can be an exciting, even exhilarating experience. In a new environment, you somehow feel more alive: seeing new sights, eating new food, hearing the foreign sounds of a new language, and feeling a different climate against your skin stimulate your senses as never before. Soon, however, this sensory bombardment becomes sensory overload. Suddenly, new experiences seem stressful rather than stimulating, and delight turns into discomfort. This is the phenomenon known as culture shock. Culture shock is more than jet lag or homesickness, and it affects nearly everyone who enters a new culture—tourists, business travelers, diplomats, and students alike. Although not everyone experiences culture shock in exactly the same way, many experts agree that it has roughly five stages.

In the first stage, you are excited by your new environment. You experience some simple difficulties such as trying to use the telephone or public transportation, but you consider these small challenges that you can quickly overcome. Your feelings about the new culture are positive, so you are eager to make contact with people and to try new foods.

Sooner or later, differences in behavior and customs become more noticeable to you. This is the second stage of culture shock. Because you do not know the social customs of the new culture, you may find it difficult to make friends. For instance, you do not understand how to make "small talk," so it is hard to carry on a casual, get-acquainted conversation. One day in the school cafeteria, you overhear a conversation. You understand all the words, but you do not understand the meaning. Why is everyone laughing? Are they laughing at you or at some joke that you did not understand? Also, you aren't always sure how to act while shopping. Is this store self-service, or should you wait for a clerk to assist you? If you buy a sweater in the wrong size, can you exchange it? These are not minor challenges; they are major frustrations.

In the third stage, you no longer have positive feelings about the new culture. You feel that you have made a mistake in coming here. Making friends hasn't been easy, so you begin to feel lonely and isolated. Now you want to be with familiar people and eat familiar food. You begin to spend most of your free time with students from your home country, and you eat in restaurants that serve your native food. In fact, food becomes an obsession, and you spend a lot of time

planning, shopping for, and cooking food from home.

You know that you are in the fourth stage of culture shock when you have negative feelings about almost everything. In this stage, you actively reject the new culture. You become critical, suspicious, and irritable. You believe that people are unfriendly, that your landlord is trying to cheat you, that your teachers do not like you, and that the food is making you sick. In fact, you may actually develop stomachaches, headaches, sleeplessness, lethargy, or other physical symptoms.

Finally, you reach the fifth stage. As your language skills improve, you begin to have some success in meeting people and in negotiating situations. You are able to exchange the sweater that was too small, and you can successfully chat about the weather with a stranger on the bus. Your self-confidence grows. After realizing that you cannot change your surroundings, you begin to accept the differences and

tolerate them. For instance, the food will never be as tasty as the food in your home country, but you are now able to eat and sometimes even enjoy many dishes. You may not like the way some people in your host country dress or behave in public, but you do not regard their clothes and behavior as wrong—just different.

Concluding Paragraph A

To sum up, culture shock is a very real phenomenon that has been studied for more than 30 years by psychologists and anthropologists. Its five phases are (1) positive feelings toward the new culture, (2) awareness of small differences, (3) growing discomfort and need for contact with home culture, (4) negative feelings, and (5) acceptance and adjustment. Symptoms may vary, and not all people experience all five phases. In the end, however, people who suffer culture shock are stronger from having overcome the difficulties and frustrations of adapting to life in a new land.

Concluding Paragraph B

In conclusion, nearly everyone moving to a new country feels some degree of culture shock. Symptoms may vary, and not all people experience all five stages. Newcomers with a strong support group may feel at home immediately in the new culture, while others may take months to feel comfortable. Staying in touch with friends and family, keeping a positive attitude, and, above all, learning the language as soon as possible are ways to overcome the difficulties and frustrations of adapting to life in a new land.

1. Which concluding paragraph is a summary of the subtopics? Which one paraphrases the thesis statement?
2. Which concluding paragraph gives suggestions? Which one makes a prediction?

1. Paragraph A gives a summary of the subtopics. Paragraph B paraphrases the thesis statement .
2. Paragraph B gives suggestions. Paragraph A makes a prediction

Step 1 Read the following “skeleton” essays. Only the introductory paragraph and topic sentences for the body paragraphs are given.

Step 2 Write a concluding paragraph for each essay.

Essay 1

Controlling Stress

Introductory Paragraph

The busy schedules that most adults face every day have created a growing health problem in the modern world. Stress affects almost everyone, from the highly pressured executive to the busy homemaker or student. It can cause a variety of physical disorders ranging from headaches to stomach ulcers and even alcoholism. Stress, like the common cold, is a problem that cannot be cured; however, it can be controlled. A person can learn to control stress in four ways.

Topic Sentences for Body Paragraphs

- A. Set realistic goals.
- B. Take up a hobby.
- C. Exercise regularly.
- D. Maintain close relationships with family and friends.

Concluding Paragraph

To Summarize, stress is a health issue for those of us who live in modern, industrialized societies. Unless we want to move to a quiet village in the middle of nowhere, we need to follow the advice of health professionals by setting realistic goals, taking up a hobby, getting regular exercise, and above all, staying close to our families and friends.

Essay 2

Studying in Great Britain

Introductory Paragraph

People come from all over the world to the United Kingdom to pursue education. Some come for a year, while others may stay four years or longer to complete a program or earn a degree. Of course, the first few weeks in a new country are always a little stressful, but knowledge of a few British characteristics and customs can smooth the path for new arrivals.

Topic Sentences for Body Paragraphs

In conclusion, studying in the United Kingdom can be a wonderful experience. The British people may be more or less friendly than people at home, the weather may be rainier than the weather you are used to, and you may encounter some frosty stares the first time you forget to queue at the bus stop. Also, it may take you a few days to remember which direction traffic is coming from. However, with time and by maintaining a positive attitude, you will soon adapt to the ways of the British and soon feel comfortable in your temporary home.

What's Essay Outlining ?

Before you begin writing the first draft of your essay, it is best to make an outline. An outline is a general plan of what you are going to write. You can compare making an outline to drawing plans to build a house. Before one begins to build a house, it is best to draw up plans to make sure that a house is built in the way you want. The same is true with writing an essay and making an outline.



Introduction

The Benefits of an Outline

An outline of an essay can be very helpful for two reasons:

3. An outline will help make your essay more organized. A careful plan will help your body paragraphs stay focused on the ideas in your thesis statement.
4. An outline saves time for writers. Preparing an outline can take time, but when you are finished, you will be able to write the rough draft of your essay more quickly than if you didn't have an outline.

Example Outline

Here is an example of how a blank outline might look:

Essay Outline

1. **Introduction Thesis:** _____

1. **Body Paragraph #1- Topic Sentence:** _____

A. supporting idea

B. supporting idea

III. **Body Paragraph #2- Topic Sentence:** _____

A. supporting idea

B. supporting idea

IV. **Body Paragraph #3- Topic Sentence:** _____

A. supporting idea

B. supporting idea

V. **Conclusion**

The Process
Making an Outline

In a formal outline, **Essay Outline**

Roman numerals can
be used to represent
paragraphs. Capital
letters can be used to
represent supporting
details for the
paragraphs.

Thesis: _____ **I. Introduction**

II. Body Paragraph #1- Topic Sentence: _____

1. supporting idea

2. supporting idea

III. Body Paragraph #2- Topic Sentence: _____

1. supporting idea

Click here to see a
list of Roman
numerals.

B. supporting idea

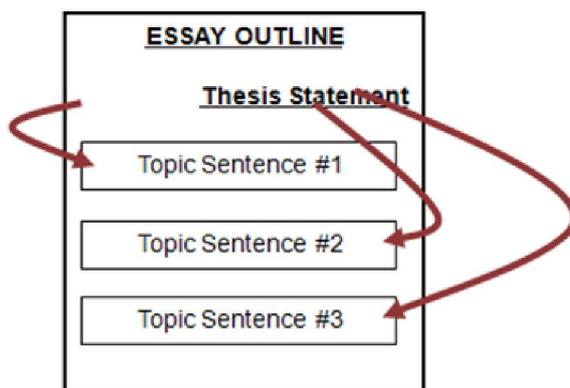
IV. Body Paragraph #3- Topic Sentence: _____

1. supporting idea

2. supporting idea

The Process
Thesis Statement

To begin an outline, you need to start with your thesis statement. The thesis statement will be your guide throughout the process of writing your essay. From the thesis statement, you can begin writing the topic sentences for the body paragraphs in the outline.



The Process
Topic Sentences

The topic sentence for each body paragraph should support the thesis statement. The topic sentences need to agree with the main idea or subpoints in the thesis statement; otherwise, the essay could be confusing.

The Process
Topic Sentences

Thesis Statement
A job interview can often make or break your chances of getting your dream job. There are several things that you can do in an interview to increase the possibility of your success such as dressing properly, answering interview questions thoroughly, and asking good questions at the end of the interview.

Topic Sentence Paragraph #1:
The way you dress can have a big impact on an interview panel's first impressions of you.

Topic Sentence- Paragraph #2:
An interview is an opportunity for potential employers to get to know you better, so it is important that you answer each question as completely as possible.

Topic Sentence- Paragraph #3:
By preparing some thoughtful questions for the end of the interview, you can show the panel that you have prepared for the interview and want the job.

The Process
Supporting Details

Under the topic sentence for each paragraph, list some of the supporting details, examples, or ideas you want to include in each paragraph.

The Process
Supporting Details

II. Body Paragraph #1:

Topic Sentence: The way you dress can have a big impact on an interview panel's first impressions of you.

supporting details,
examples, and ideas

- dark A. Men and women should consider wearing suits.
- panel B. Conservative dress will show the interview you are serious about what you do.
- C. Don't carry too many things into the interview. A notebook, pens, and/or laptop computer should be carried in a briefcase.
- D. Hair and nails should be clean and neat.

Example Outline

1. **Introduction- Thesis Statement:** A job interview can often make or break your chances of getting your dream job. There are several things that you can do in an interview to increase the possibility of your success such as, dressing properly, answering interview questions thoroughly, and asking good questions at the end of the interview.

2. Body Paragraph #1:

Topic Sentence: The way you dress can have a big impact on an interview panel's first impressions of you.

- A. Men and women should consider wearing dark suits.
- B. Conservative dress will show the interview panel you are serious about what you do.
- C. Don't carry too many things into the interview. A notebook, pens, and/or laptop computer should be carried in a briefcase.
- D. Hair and nails should be clean and neat.

3. Body Paragraph #2:

Topic Sentence: An interview is an opportunity for potential employers to get to know you better, so it is important that you answer each question as completely as possible.

- A. Ask interviewers to repeat questions you don't understand.
- B. Take some time to think about the questions before you answer.
- C. A notebook to write down key words in interview questions is sometimes helpful.

4. Body Paragraph #3:

Topic Sentence: By preparing some thoughtful questions for the end of the interview, you can show the panel that you have prepared for the interview and want the job.

- A. Research the job and/or company before you go to the interview.

B. The interview is your opportunity to get to know your potential employer. Ask questions about company goals, mission, expectations of employees, etc.
C. Don't ask questions about benefits or salary during the interview. You should try to get this information before you apply for the job.

1. **Conclusion:** Don't underestimate the importance of a good interview.

Roman Numerals

I = 1	VI= 6	XI= 11
II= 2	VII= 7	XII= 12
III= 3	VIII= 8	XIII= 13
IV= 4	IX= 9	XIV= 14
V= 5	X= 10	XV= 15