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**APPENDIX 1:** Overview of an effective Assignment/Essay structure

## ***Aims***

The study skills learnt in this section should enable the student to: -

- Know what type of Conclusion to write
- Write a clear Conclusion related to the Assignment
- Draw up a well-structured '*Addendum*'
- Understand the purpose of Appendices and Footnotes
- Design useful Bibliographies
- Categorise the types of '*sources*' that go into a Bibliography
- Leave a good impression at the end of a given Assignment

### ***Section 1: Opening Comments***

Conclusions represent the final portion of a written Essay (or Assignment) and serve to bring the piece of written work to an effective close. They consist, almost always, of a written statement of opinion.

### ***Section 2: Types of Conclusion***

There are many types of Conclusion, each tailored to what's been written in the main body of the work: -

- 2.1 The Affirmative Conclusion** – agrees with and supports the main point(s) put forward in the Question or Title
- 2.2 The Contentious Conclusion** – disagrees with the main point(s) put forward in the Question or Title
- 2.3 The Mixed Conclusion** – agrees with some, but not all aspects of the Question or Title
- 2.4 The Neutral Conclusion** – neither agrees nor disagrees with the points put forward in the Question or Title; it may simply sum up what's already been stated
- 2.5 The Tentative Conclusion** – assesses the available evidence and remains undecided or gives only a hesitant endorsement of the main point(s) put forward in the Question or Title

Mixed and tentative conclusions are more suitable for the higher reaches of education. This is because a greater complexity in subject matter makes a decisive conclusion more difficult.

It's essential to give a brief justification when using any one of the above conclusions. For example, should a writer give an '*undecided*' conclusion over who murdered the Princes in the Tower he's obliged to say why this was so. It's only courteous to let the reader know the reasons for adopting a particular viewpoint.

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