STUDY AID 7: INTRODUCTIONS

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Aims

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

- Understand the role of Introductions
- Write effective Introductions
- Introduce arguments
- Gain the reader's attention

Section 1: Opening Comments

An introduction is a paragraph that marks the beginning of a written assignment. In an essay it often consists of one opening paragraph, whilst in a larger work it merits a separate section (of a few or many paragraphs) all of its own.

Its main role is to: -

1.1 Define key terms

1.2 Give reasons as to why a particular subject is being addressed

1.3 Outline any unavoidable limitations to the present written work

1.4 Clearly put forward the main subject (as distinct from subsidiary subjects)

1.5 State any key assumptions or prejudices

1.6 Acknowledge and thank outside help given. In a larger work this may require its own separate section, entitled *'Acknowledgements'*.

Section 2: Types of Introduction

Types of Introduction include: -

2.1 An *'Executive Summary'* which places all of the main points together

2.2 A *'Foreword'* which introduces someone else's work

2.3 A list of *'Key Definitions'* (especially in technical subjects)

2.4 A *'Preface'* containing personal comments about how the work was produced

2.5 A *'Synopsis'* – giving a brief outline of the whole work

2.6 Personal dedications to family, friends or colleagues

2.7 An additional *'Acknowledgements'* section (see **1.6** above)

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