



3 Key Elements of an Introduction:

***Note:** this is not a suggestion for structure.

What?

- What are the aims of this research?
- What is the context (social, political, economic or theoretical) of the topic?
- What are the key terms to be defined?

Why?

- Why is this area of research significant?
- In which ways, does it fill a gap in the current research?
- Why is it important to your practice?

How?

- How will this topic be covered?
- Which key practitioners or theories are used?
- Which main aspects will be discussed?
- Have you limited your focus to a particular aspect? Why?
- What might you seek to argue overall?

Phrases for Introductions:

- This report aims to ...
- According to ... (year, p.), X can be defined as “ ...”
- X is a major area of interest within ... as ...
- There is an ongoing debate surrounding ...
- My interest in this area developed while I was ...
- One key theory utilised is ...
- The research centres around examples from ... as ...
- The main areas to be addressed in this report are a), b) and c) ...
- Chapter ... discusses ...

**Example
Phrases**

Checklist for Introductions (adapted from Godwin, 2014, p. 59)

Does your introduction ...	Tick
Set the scene by providing background and definitions?	
Explain why it is an important area to research?	
State any areas you will not cover and why?	
Give the main points that you will cover?	





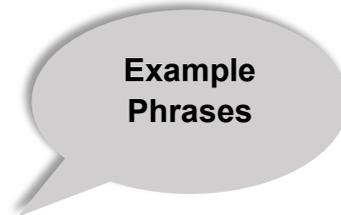
3 Key Elements in Conclusions:

*Note: this is not a suggestion for structure.

What?		<ul style="list-style-type: none"> What did the assignment aim to cover? What were the key findings? Were there any unanswered questions?
So What?		<ul style="list-style-type: none"> So what is your overall stance to the title or question set? So what can be learnt from this?
What Next?		<ul style="list-style-type: none"> What further research or actions could be carried out next? How could this research influence your future practice?

Phrases for Conclusions:

- This essay discussed ...
- The research showed that ...
- The most significant finding to emerge was that ...
- A question for future research is ...



Checklist for Conclusions (adapted from Godwin, 2014, p. 59)

Does your conclusion ...	Tick
Briefly restate your original aims or questions?	<input type="checkbox"/>
Provide a summary of the main findings?	<input type="checkbox"/>
Answer the question or title?	<input type="checkbox"/>
Avoid any new information (unless it is connected to the future)?	<input type="checkbox"/>



Sources consulted for this text:

- Burns, T. and Sinfield, B. (2008) *Essential study skills*. 2nd edn. London: SAGE.
- Godfrey, J. (2013) *The student phrase book*. Basingstoke: Palgrave Macmillan.
- Godwin, J. (2014) *Planning your essay*. Basingstoke: Palgrave Macmillan.
- Manchester University (2016) *Academic Phrase bank*. Available at: www.phrasebank.manchester.ac.uk (Accessed: 25 January 2019).
- McMillan, K. and Weyers, J. (2011) *How to write essays and assignments*. 2nd edn. Harlow: Pearson.
- University of Plymouth (2006) *Model to generate critical thinking*. Available at: https://www.plymouth.ac.uk/uploads/production/document/path/1/1713/Model_To_Generate_Critical_Thinking.pdf (Accessed: 18 February 2019).