

The **conclusion** is the final part of any presentation. In the **conclusion** you have to:

- ❖ sum up the main points of the presentation
- ❖ conclude (by giving a “take-away” message)
- ❖ close (by thanking the audience)
- ❖ invite questions

Summing up	<ul style="list-style-type: none"> ➤ <i>Summing up ...</i> ➤ <i>To summarise ...</i> ➤ <i>So, to sum up ...</i> ➤ <i>To recap ...</i> ➤ <i>Let me now sum up ...</i>
Conclude (by giving a “take-away” message)	<ul style="list-style-type: none"> ➤ <i>Let me end by saying ...</i> ➤ <i>I'd like to finish by emphasising ...</i> ➤ <i>In conclusion I'd like to say ...</i> ➤ <i>Finally, may I say ...</i>
Close (by thanking the audience)	<ul style="list-style-type: none"> ➤ <i>Thank you for your attention/time.</i> ➤ <i>Thank you for listening / Thank you very much.</i>
Invite questions	<ul style="list-style-type: none"> ➤ <i>If you have any questions or comments, I'll be happy to answer them now.</i> ➤ <i>If there are any questions, I'll do my best to answer them.</i> ➤ <i>Are there any more questions?</i>

Example:

“So, to sum up, SDG11 focuses on making cities more sustainable and livable for people. One effective way to do this is to accept donations from wealthier nations to improve living conditions for developing nations. Finally, may I say that by all working together, we are bound to solve these difficult problems. Thank you for listening today. If there are any questions or comments, I'll be happy to answer them now.”

Instructions: Answer the questions below, then write your own introduction.

1. What exactly are you summing up?

2. What is one effective way to solve the problem?

3. What is your take-away message?

Instructions: Write your conclusion below.
