

Effective Conclusion Slides

The Last Piece
of the Puzzle



U.S. DEPARTMENT OF STATE

ENGLISH
LANGUAGE
PROGRAMS

Turn & Talk



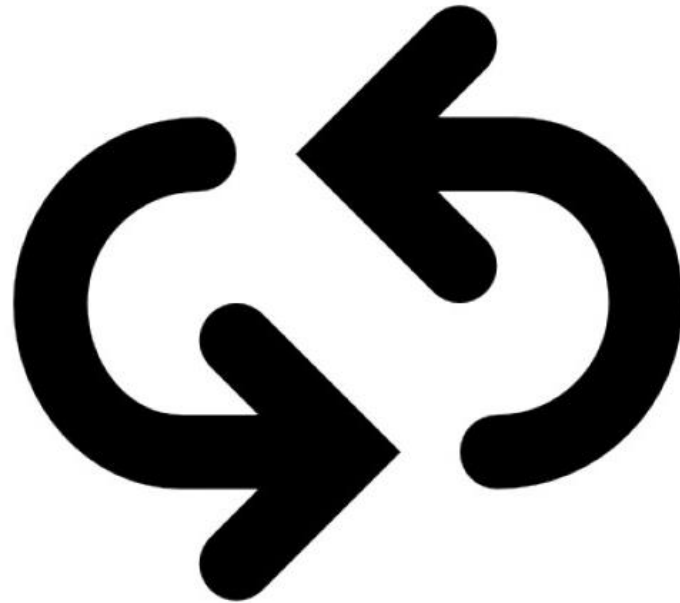
Why do we need a conclusion? What would happen if we didn't include a conclusion?

Conclusion Components

1. Summary
2. Final thought/message
3. Thank-you
4. References or resources
5. Invitation for questions

Summary

Repeat/rephrase outline slide and connect back to the beginning.



What should I do in the final thought/message?

- Use a question
- Quote a well-known person
- Call audience to action
- Provide a recommendation or suggestion
- Extend topic into the future/next steps

Thank Audience

This provides a
clear ending to
your presentation.



Why do I need to include references?

- Provides full disclosure and academic integrity
- Offers helpful value-added feature
- Pre-empts questions about more information

Invite Questions

Make sure you have your
contact info. visible to your
audience



To Re-Cap

1. Summarize main points
2. Leave a final takeaway message
3. Thank the audience
4. Provide professional references or resources
5. Invite questions



EXAMPLES OF CONCLUSION SLIDES



“Finally, in conclusion, let
me just say this.”

~Peter Sellers

Thank you for listening!



REFERENCES

- <https://blog.slideshare.net/2013/07/29/5-powerful-ways-to-close-a-presentation/>
- <http://www.drmicellemazur.com/2013/05/ruin-presentation-30-seconds.html>

REFERENCES

- <https://blog.slideshare.net/2013/07/29/5-powerful-ways-to-close-a-presentation/>
- <http://www.drmicellemazur.com/2013/05/ruin-presentation-30-seconds.html>

Q & A

For further inquiries,
contact abc@gmail.com