

How to Write an Essay Conclusion Planning Worksheet

Assignment and Purpose

- Copy the exact prompt or paragraph question

- Record the thesis, audience, and required tone

Planning

- Return to the question

- Synthesize the body

- State significance

- Choose a final move

Quality Check

- The conclusion synthesizes

- No major new claim appears

- Significance matches evidence

- The ending is specific

- The final sentence closes the paper

Publishing

- Verify images, PDF link, headings, and internal links

- Preview the public page on desktop and mobile
