

How To Write A Conclusion For A Report

How to Write a Conclusion for a Report: A Comprehensive Guide (1500 words)

I. • Briefly introduce the importance of a strong conclusion in reports. • Highlight the common mistakes writers make in their conclusions. • State the purpose of this guide: providing a step-by-step process for writing effective conclusions. **II. Understanding the Purpose of a Conclusion** • Explain the primary functions of a report conclusion: summarizing key findings, restating the thesis/research question, offering implications and recommendations, and providing a sense of closure. • Emphasize the difference between a conclusion and a summary. • Discuss how a conclusion contributes to the overall impact and persuasiveness of the report. **III. Structuring Your Conclusion** • Provide a clear, logical structure for a conclusion. Suggest a 3-5 paragraph structure, outlining their purpose: • **Paragraph 1:** Restate the main purpose/thesis. • **Paragraph 2-3:** Summarize key findings (link back to specific data points/analysis from the report). • **Paragraph 4:** Discuss implications of findings and answer the "so what?" • **Paragraph 5 :** Offer recommendations or suggest future research. **IV. Writing Techniques for Effective Conclusions** • *Conciseness and clarity:* Emphasize the importance of succinct writing and avoiding unnecessary details. Provide examples of wordy vs. concise phrasing. • **Strong opening and closing statements:** Discuss crafting a compelling opening sentence that engages the reader and a final sentence that leaves a lasting impression. • **Active voice and strong verbs:** Explain the importance of using active voice to create clear and impactful sentences. Provide examples of active vs. passive voice. • **Avoiding new information:** Highlight why introducing new data or arguments in the conclusion is detrimental. • *Maintaining objectivity:* Discuss the importance of presenting conclusions in a neutral and unbiased manner, particularly for analytical reports. **V. Analysis of Current Trends in Report Writing** (approx. 250 words) • Explore recent trends in report writing, such as the increasing use of visuals and the emphasis on data-driven insights. • Discuss the impact of these trends on the structure and content of conclusions. • Include examples of effective conclusions from recently published reports. **VI. International Perspectives on Report Writing** • Explore cultural differences in report writing styles and conventions across various countries. • Discuss how these differences might influence the tone, structure, and content of conclusions. • Provide examples to illustrate the variations in report writing styles and conclusions. **VII. Keywords** • List relevant keywords for SEO purposes: Report writing, conclusion, summary, recommendations, analysis, research, report structure, academic writing, business writing, effective writing. **VIII. Summary and Conclusion of the Guide** • Briefly recap the key points on writing effective conclusions. • Reinforce the importance of a strong conclusion in achieving the overall report's goals. • Offer final advice and encouragement to the readers. **20** 1. Master report writing! Learn how to write killer conclusions that impress. 2. Stuck on your report conclusion? Get expert tips for a perfect finish. 3. Write conclusions that leave a lasting impact. Simple steps, big results! 4. Unlock the secret to persuasive conclusions. Get your report noticed! 5. Avoid common conclusion mistakes. Write a powerful ending today! 6. End your report with a bang! Learn how to write a compelling conclusion. 7. From summary to recommendation: Mastering the art of the report conclusion. 8. Elevate your reports. Craft unforgettable conclusions that stand out. 9. Write a conclusion that leaves no doubt. Effective tips & techniques. 10. Conquer report conclusions! Simple steps to a flawless finish. 11. Strong report endings = success. Get your conclusion right! 12. Don't let your conclusion fall flat! Learn how to write a strong one. 13. Unlock the power of a strong conclusion. Transform your report! 14. Write conclusions that persuade. Expert guide to report writing. 15. End your report with confidence! Master the art of the conclusion. 16. From confusing to compelling: Perfecting your report conclusion. 17. The ultimate guide to writing impactful report conclusions. 18. Stop struggling with conclusions! Simple tips for perfect reports. 19. Write a conclusion that gets

results. Learn the pro's secrets! 20. Boost your report's impact with a killer conclusion. Get started now!

Crafting the Perfect Ending: How to Write a Conclusion for a Report

So, you've poured your heart, soul, and a mountain of research into your report. You've meticulously organized your findings, presented compelling arguments, and illustrated your points with data. Now, you're staring at that blank page, the one right after your discussion section. It's the final frontier: the conclusion. For many, this is the most daunting part of report writing. How do you wrap it all up neatly, leaving your reader with a clear understanding and a lasting impression? Don't sweat it! Writing a strong conclusion isn't some arcane art form. It's a skill, and like any skill, it can be learned and honed. Think of your conclusion as the grand finale of a symphony – it should bring all the individual movements together into a harmonious and memorable whole. A well-crafted conclusion reinforces your report's main points, provides a sense of closure, and leaves your audience thinking. In this comprehensive guide, we'll break down exactly how to write a conclusion for a report that's not just an ending, but a powerful and impactful statement. We'll cover what to include, what to avoid, and provide practical tips to make your report's conclusion shine. Whether you're writing an academic paper, a business report, a research paper, or a technical document, these principles will serve you well.

What is a Report Conclusion, Anyway?

At its core, a report conclusion serves as a summary and a final statement. It's your last chance to reinforce the key takeaways of your report and to leave your reader with a clear understanding of its significance. It's not a place to introduce new information, delve into unexplored tangents, or simply rehash everything you've already said verbatim. Instead, it's about synthesis, reflection, and foresight. Think of it this way: the introduction sets the stage, the body builds the argument, and the conclusion delivers the final verdict. It's the culmination of your entire effort, offering a sense of resolution and purpose. A strong conclusion can elevate your entire report, making your message more persuasive and memorable. Conversely, a weak or rushed conclusion can undermine even the most brilliant research.

The Essential Ingredients of a Stellar Report Conclusion

So, what exactly goes into that crucial final section? While the specifics might vary slightly depending on the type of report, there are several fundamental components that are almost always present. Let's break them down:

1. Restate Your Thesis or Main Argument (in New Words!)

This is your anchor. You've spent the entire report proving your point, so now is the time to remind your reader what that point was. However, and this is key, don't just copy and paste your thesis statement from the introduction. Rephrase it. Use different vocabulary and sentence structures to demonstrate a deeper understanding and to show how your research has solidified that initial premise. * **Why it's important:** This act of restating and reinforcing your core message ensures that your reader leaves with a crystal-clear understanding of your report's purpose and your main findings. It acts as a final confirmation of your report's direction. * **LSI Keywords:** thesis statement, main point, central argument, key finding, report objective, purpose of the report.

2. Summarize Your Key Findings and Supporting Evidence

This is where you briefly touch upon the most significant points you've made in the body of your report. Think of

this as highlighting the "greatest hits" of your research. Don't go into excessive detail or re-introduce every piece of data. Instead, select the most impactful findings that directly support your thesis. * **How to do it:** Imagine you're explaining your report's essence to someone in just a few sentences. What are the absolute must-know pieces of information? Mention the major trends, discoveries, or conclusions you've drawn. * **LSI Keywords:** key findings, main results, significant discoveries, supporting evidence summary, data highlights, research outcomes.

3. Discuss the Implications and Significance of Your Findings

This is where you move beyond simply stating what you found and start exploring what it *means*. Why should your reader care about your conclusions? What are the broader implications? This is your chance to showcase the real-world relevance and impact of your work. * **Think about:** * What does this mean for the field you're reporting on? * What are the practical applications of your findings? * How does this contribute to existing knowledge? * What problems does your research help solve? * **LSI Keywords:** implications of findings, significance of research, practical applications, real-world relevance, impact analysis, contribution to knowledge.

4. Offer Recommendations (If Applicable) or Suggestions for Future Research

Depending on the nature of your report, you might be expected to offer recommendations based on your findings. These should be actionable and directly flow from your conclusions. If recommendations aren't appropriate, then suggesting avenues for future research is an excellent way to demonstrate the ongoing importance and potential of your topic. * **For recommendations:** Ensure they are specific, realistic, and clearly linked to your findings. Who should implement them? What steps should be taken? * **For future research:** Identify gaps in the current research, unanswered questions, or new directions that have emerged from your work. This shows that your report is part of a larger ongoing conversation. * **LSI Keywords:** recommendations, suggestions, future research directions, actionable insights, next steps, further investigation.

What NOT to Do in Your Report Conclusion

Just as important as knowing what to include is knowing what to leave out. A strong conclusion is about refinement and impact, not about introducing clutter or confusion. Here are common pitfalls to avoid:

1. Introducing New Information or Arguments

Your conclusion is not the place to suddenly bring up a new piece of evidence, a different theory, or an entirely new argument. All of your supporting material should have been presented and discussed in the body of your report. The conclusion is about synthesizing what's already there. * **Why avoid it:** This will confuse your reader and make your report seem disorganized. It suggests you haven't fully thought through your points earlier.

2. Apologizing for Your Work or Making Excuses

Avoid phrases like "I may not have covered everything" or "This is just a preliminary study." Your report is what it is, and you should stand by your research. Focus on the strengths and contributions of your work. * **Why avoid it:** This undermines your credibility and can make your entire report seem less authoritative.

3. Using Vague or Generic Statements

"In conclusion, this report was very interesting." This kind of statement is unhelpful and adds no value. Your conclusion should be specific and directly relate to the content of your report. * **Why avoid it:** It signals a lack of effort and fails to provide any meaningful takeaway for the reader.

4. Simply Repeating Your Introduction Verbatim

As mentioned earlier, while you should reiterate your thesis, you must do so in new words. Copying and pasting makes it look lazy and shows a lack of deeper engagement with your own material. * **Why avoid it:** It's redundant and fails to demonstrate your growth in understanding throughout the research process.

5. Ending Abruptly or With a Question (Unless Intentional) A conclusion should provide a sense of finality. Ending without a clear summary or reflection can leave the reader feeling unsatisfied. While ending with a thought-provoking question can be effective in certain contexts (like persuasive essays), it's generally not recommended for most formal reports where clarity and closure are paramount. * **Why avoid it:** It can leave the reader feeling like the report is incomplete or unresolved.**

Step-by-Step Guide to Writing Your Conclusion

Feeling a bit more confident? Let's walk through the process of actually writing your conclusion:

Step 1: Review Your Report's Introduction and Body

Before you start writing, reread your introduction, especially your thesis statement, and skim through the main points you've covered in each section of your report. This will help you recall the core message and the key evidence you've presented.

Step 2: Draft Your Restated Thesis

Craft a new sentence or two that encapsulates your main argument or purpose in fresh language. This is your opening statement for the conclusion.

Step 3: Synthesize Your Key Findings

Briefly jot down the most important results or insights from each major section of your report. Aim for conciseness. Think about the overarching themes that emerged.

Step 4: Elaborate on Implications and Significance**

Consider what these findings *mean*. Why are they important? Who might benefit from this information? Brainstorm the broader impact and applications.

Step 5: Formulate Recommendations or Future Research Avenues**

Based on your findings and implications, what are the logical next steps? These could be concrete actions or suggestions for further study.

Step 6: Weave It All Together**

Now, combine these elements into a coherent paragraph or series of paragraphs. Use transition words and phrases to ensure a smooth flow between your restated thesis, summary of findings, discussion of implications, and recommendations.

Step 7: Refine and Polish**

Read your conclusion aloud. Does it flow well? Is it clear and concise? Does it effectively summarize your report and leave a lasting impression? Check for any repetitive phrasing, grammatical errors, or awkward sentences. Ensure it aligns with the tone and style of the rest of your report.

Tips for Crafting a Powerful Conclusion

*** **Keep it concise:**** While a conclusion is important, it shouldn't be excessively long. Aim for about 5-10% of your report's total length. *** **Use strong topic sentences:**** Each paragraph in your conclusion (if you have more than one) should begin with a clear statement that guides the reader. *** **Maintain a consistent tone:**** Your conclusion should match the overall tone and style of your report. *** **End with a memorable statement:**** This could be a powerful insight, a call to action, or a thought-provoking reflection on the future. *** **Consider your audience:**** Tailor your language and emphasis to what will resonate most with your intended readers.

Conclusion: The Final Word on Wrapping Up Your Report**** Writing a strong conclusion for your report is an art of synthesis and impact. It's your final opportunity to guide your reader, reinforce your message, and leave them with a clear understanding of your work's value. By restating your thesis in new words, summarizing your key findings, discussing their implications, and offering recommendations or future research directions, you can create a conclusion that not only provides closure but also elevates the entire report. Remember to avoid introducing new information or making excuses, and instead focus on clarity, conciseness, and the lasting significance of your research. So, take a deep breath, apply these principles, and craft an ending that your report truly deserves. You've put in the work; now, make sure your conclusion delivers the final, impactful punch.**

Writing an effective conclusion for a report is far more than a simple summary—it's the final opportunity to reinforce your key findings, leave a lasting impression, and guide your audience toward meaningful action. A well-crafted conclusion transforms the culmination of your research into a powerful narrative that resonates long after the report ends. Rather than merely repeating what has already been stated, the conclusion should synthesize insights, highlight significance, and suggest broader implications, ensuring the reader fully grasps the importance of your work.

The Purpose Beyond Repetition At its core, the conclusion serves as the report's closing chapter, where all elements converge to

underscore the central message. While it should echo the main findings, it must do so with fresh perspective, avoiding the trap of redundant repetition. Instead of restating every detail, the goal is to emphasize how the evidence collected supports a broader conclusion—whether that reveals a critical insight, identifies a pivotal gap, or demonstrates the practical value of the research. This synthesis helps readers see the bigger picture, transforming facts into a coherent story that lingers in their minds.

A strong conclusion bridges the gap between analysis and application, showing how the report's outcomes matter beyond academic or organizational boundaries. For instance, in a business report, it might illustrate how data-driven recommendations can improve efficiency, boost profitability, or inform strategic planning. In scientific or policy reports, it may highlight implications for future research, public health, or environmental action. By connecting findings to real-world consequences, the conclusion elevates the report from informative to influential.

Crafting Insightful, Actionable Closure To write a compelling conclusion, begin by reflecting on the central questions or objectives that guided your research. What were the most significant discoveries? How do these findings shift understanding or challenge existing assumptions? Articulating these insights helps anchor the reader's memory and reinforces credibility. Then, consider the wider impact: Does your work support new policies? Inspire innovation? Solve a pressing problem? Articulating this broader context transforms a report from a document into a catalyst for change.

Clarity and conciseness are essential. Avoid introducing new data or complex ideas at this stage; the conclusion should distill rather than expand. Instead, focus on synthesis—how the evidence collectively supports your main thesis. Use persuasive language that invites confidence and reflection. Phrases like “These results demonstrate” or “Ultimately, the evidence suggests” help frame conclusions with

authority and purpose.

Applications and Benefits Across Fields The benefits of a thoughtful conclusion extend across industries and disciplines. In corporate environments, a well-written conclusion strengthens executive summary impact, increases stakeholder buy-in, and supports decision-making. In academic writing, it solidifies the researcher's contribution and invites further inquiry. For policy reports, it can drive informed governance by clearly communicating implications and priorities.

Beyond immediate utility, a strong conclusion builds long-term trust with audiences. When readers perceive that a report has delivered a clear, thorough, and meaningful ending, they are more likely to value future work, engage deeply with content, and act on recommendations. In an era of information overload, where attention spans are limited, a compelling conclusion ensures your report stands out—not just as a collection of data, but as a coherent, persuasive, and enduring message.

Looking Ahead: The Evolving Role of Conclusions As digital platforms and interactive media reshape how information is consumed, the conclusion's role is evolving. While traditional reports still demand a strong closing, modern audiences increasingly expect dynamic, accessible endings—whether through visual summaries, executive takeaways, or links to supplementary resources. Yet the fundamental principle remains unchanged: the conclusion must inspire confidence, clarify impact, and leave a lasting impression.

In the future, AI-assisted writing tools may help streamline the drafting process, but the human touch—empathy, insight, and strategic framing—will remain irreplaceable. The most effective conclusions will continue to blend analytical rigor with narrative strength, ensuring that every report not only concludes well but also compels action and fuels progress.

Mastering the Art of the Report Conclusion: A Comprehensive Guide

The conclusion of a report is more than just a summarising paragraph; it's your final opportunity to leave a lasting impression on your reader. It's where you consolidate your findings, reinforce your key arguments, and provide a sense of closure. A well-crafted conclusion can elevate a good report to an exceptional one, ensuring your message resonates long after the final page is turned. This detailed, analytical guide will equip you with the knowledge and strategies to write a powerful and effective conclusion for any report, from academic essays to business proposals.

Why Your Report Conclusion Matters

Think of your conclusion as the final handshake with your audience. It's the last chance to guide their understanding, inspire action, or leave them with a profound insight. A weak or abrupt ending can undermine all the hard work you've put into the preceding sections. Conversely, a strong conclusion can:

- * **Reinforce the core message:** Ensure your main points are clearly understood and remembered. ***
- **Provide a sense of completeness:** Signal to the reader that the topic has been thoroughly explored. ***
- **Offer final thoughts or recommendations:** Guide future actions or considerations. ***
- **Enhance credibility:** Demonstrate a mature understanding of the subject matter and its implications. ***
- **Leave a lasting impact:** Encourage further thought or engagement.**

Key Components of an Effective Report Conclusion

A truly effective conclusion typically comprises several interconnected elements. While the exact structure may vary depending on the report's nature and purpose, these components form the backbone of a solid closing:

1. Restate the Report's Purpose and Scope

Begin by subtly reminding your reader what the report set out to achieve. This isn't about repeating the introduction verbatim, but rather a concise re-framing of the original objective. * ****What to do:****

Briefly re-iterate the central question or problem your report addressed. Mention the key areas or topics you covered. *

****Example:**** "This report has explored the efficacy of remote work policies on employee productivity and job satisfaction in the technology sector, examining key performance indicators and qualitative feedback from a diverse workforce."

2. Summarize Key Findings and Main Arguments

This is the heart of your conclusion. You need to synthesize your most important findings and arguments without introducing new information. Think of it as presenting the "so what?" of your research.

* ****What to do:**** Select the most significant results and the primary arguments that support your overall thesis. Use strong, declarative sentences. Avoid getting bogged down in minor details. * ****Example:****

"The analysis clearly indicated a significant positive correlation between flexible work arrangements and enhanced employee morale, with data revealing a 15% increase in reported job satisfaction. Furthermore, our findings underscore the critical role of robust communication channels and accessible digital tools in maintaining high productivity levels in a distributed team environment."

3. Discuss the Implications of Your Findings

This section elevates your conclusion beyond mere summarization.

Here, you explain what your findings *mean*. What are the broader consequences or significances of your research? This is where you connect your specific results to larger contexts. * ****What to do:****

Explore the "why" behind your findings. What do these results suggest about the subject matter? Consider the impact on stakeholders,

industries, or future research. * **Example:** "The implications of these findings are substantial for organizations navigating the evolving landscape of work. They suggest that a strategic shift towards embracing hybrid and remote models, coupled with dedicated investment in fostering a connected and supportive virtual workplace, is not merely an operational adjustment but a crucial element for long-term talent retention and competitive advantage in the modern business environment."

4. Offer Recommendations or Suggestions for Future Action (If Applicable)

For many reports, particularly those intended to inform decision-making, offering actionable recommendations is crucial. This is where you translate your research into practical steps. * **What to do:**

Based on your findings and their implications, propose specific, realistic, and achievable actions. These recommendations should directly address the problem or question posed in your report. *

Example: "Therefore, it is recommended that companies in the technology sector implement a comprehensive training program for managers on effective remote team leadership, establish clear guidelines for communication and collaboration in hybrid settings, and invest in technology infrastructure that supports seamless remote access and engagement. Periodic employee surveys should also be conducted to continuously assess and adapt these policies."

5. Conclude with a Final Thought or Call to Action

Your very last sentence should leave a memorable impression. This could be a forward-looking statement, a thought-provoking question, or a powerful call to action that encourages further engagement or reflection. * **What to do:** Aim for a concise, impactful statement that encapsulates the essence of your report. Avoid introducing new ideas. * **Example (Forward-looking):** "As the world of work

continues to transform, embracing adaptable and employee-centric policies will be paramount for sustained success." * **Example (Call to Action): "The insights presented herein serve as a crucial roadmap for organizations seeking to build resilient and thriving workforces in the digital age."**

What to Avoid in Your Report Conclusion

Just as important as knowing what to include is knowing what to leave out. Certain elements can weaken your conclusion and diminish its impact.

Introducing New Information or Arguments

Your conclusion is a synthesis, not a continuation. Do not bring in new data, statistics, or arguments that weren't presented and discussed in the body of your report. This can confuse readers and suggest a lack of thoroughness.

Apologizing or Being Indecisive

Avoid phrases like "I might be wrong," "This is just a theory," or "More research is needed" (unless it's a very specific recommendation for future research). Present your findings with confidence, reflecting the thoroughness of your work.

Repeating the Introduction Verbatim

While you should refer back to your introduction's purpose, do not simply copy and paste sentences or paragraphs. Rephrase and synthesize the information to show a progression of thought.

Being Too Brief or Abrupt

A conclusion that's only one sentence long will feel anticlimactic. Ensure it's substantial enough to effectively wrap up your discussion.

Using Clichés or Overused Phrases

Avoid tired phrases like "In conclusion," "To sum up," or "In summary." While functional, they lack originality and can make your writing sound generic. Consider more sophisticated transitions.

Crafting a Powerful Conclusion: Practical Tips and Strategies

The best conclusions aren't written in a vacuum. Here are some strategies to help you craft a compelling final section:

Write the Conclusion Last

This might seem obvious, but many writers attempt to draft the conclusion early on. It's far more effective to write it after you've finalized the body of your report. This ensures your conclusion accurately reflects the content and arguments you've developed.

Review Your Thesis Statement and Objectives

Before you start writing your conclusion, revisit your introduction. What was your main argument (thesis statement)? What were your stated objectives? Your conclusion should directly address these.

Identify Your Strongest Points

Go back through your report and highlight the most compelling evidence, the most significant findings, and the most persuasive arguments. These are the elements you'll want to feature in your summary.

Use Transition Words and Phrases

Smooth transitions are vital for a coherent conclusion. Words and phrases like "consequently," "therefore," "thus," "it is evident that," "furthermore," and "in light of these findings" can help guide the reader.

Tailor to Your Audience and Purpose

Consider who will be reading your report and what you want them to take away from it. A business report might emphasize actionable recommendations, while a scientific paper might focus on the implications for future research.

Maintain a Consistent Tone

Ensure the tone of your conclusion matches the tone of the rest of your report. If your report was formal and objective, maintain that formality.

Edit and Refine

Like any other part of your report, your conclusion needs careful editing. Check for clarity, conciseness, grammar, and punctuation. Read it aloud to catch awkward phrasing.

Conclusion: The Final Word on Wrapping Up Your Report

Writing a compelling conclusion for your report is a skill that develops with practice. By understanding its essential components, avoiding common pitfalls, and employing effective strategies, you can ensure your report finishes strong. A well-executed conclusion doesn't just summarize; it synthesizes, interprets, and ultimately, leaves your reader with a clear and impactful understanding of your work and its significance. So, invest the time and thought into this crucial final section, and you'll significantly enhance the overall effectiveness and lasting impression of your report. The best conclusions are not merely an ending, but a springboard for further thought and action.

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education more accessible, flexible, and relevant in the digital age.

Questions & Answers About how to write a conclusion for a report

No	Question	Answer
1	What's the biggest mistake people make when writing a report conclusion?	Introducing new information or arguments. A conclusion should summarize what's already been discussed, not add anything novel.
2	How can I make my report conclusion more impactful and memorable?	End with a strong concluding statement that reiterates the main takeaway or offers a forward-looking perspective. Avoid simply repeating sentences from the introduction.
3	Should I include a call to action in my report conclusion?	It depends on the report's purpose. If the report aims to persuade or drive specific actions, a clear and concise call to action can be very effective. If it's purely informative, a summary might suffice.
4	What's the difference between a summary and a conclusion?	A summary briefly restates the main points. A conclusion goes a step further by offering insights, implications, or recommendations based on those points, providing closure and reinforcing the report's significance.
5	How long should a report conclusion be?	Generally, a conclusion should be proportional to the length of the report. It shouldn't be overly long, but it needs enough space to effectively summarize and provide closure. Aim for 5-10% of the report's total length.
6	Can I use the same wording in my conclusion as I did in my introduction?	No, it's best to rephrase. While you'll cover similar themes, using fresh language in the conclusion helps reinforce the points without sounding repetitive and shows you're providing a different perspective (summary vs. introduction).
7	What's the best way to wrap up a research report conclusion?	Summarize your key findings, restate your thesis or main argument in a new way, and discuss the implications or future research directions. Emphasize the significance of your work.

how to write a strong report conclusion, writing an effective report conclusion tips, how to summarize a report clearly, report conclusion writing techniques, best practices for concluding a report, how to craft a compelling report summary, writing conclusions for academic and professional reports, how to write a concise report finale, effective report conclusion strategies, steps to write a powerful report conclusion

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