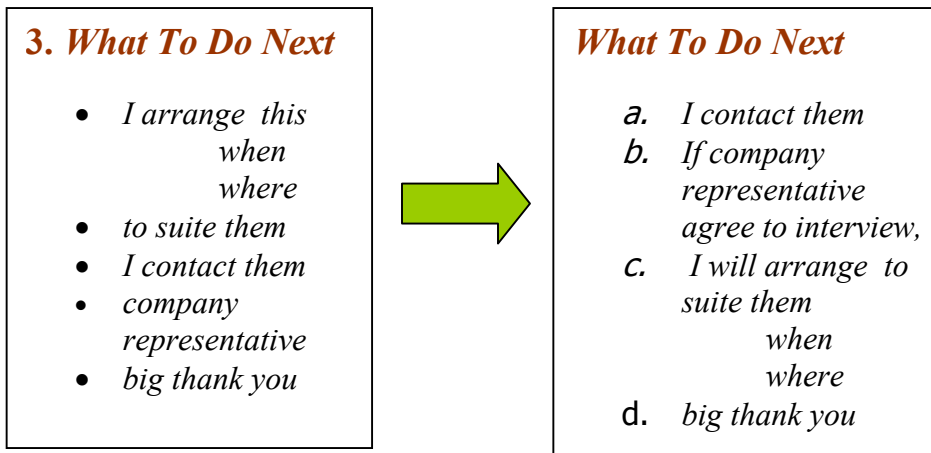


## How to write the final (action) paragraph

The final paragraph must tell the reader what will happen next or what you want them to do next.

### 1. Start by looking at your topic list that covers the future action(s) you want to happen next.



### 2. Rearrange the points in a logical order

- This order might show the sequence in which decisions have to be or when events are going to happen. Always put the thank you last. Add any points you feel are necessary to help the reader understand.

### 3. Keep this paragraph clear, short and to the point, because the reader must understand it.

- Be specific. Say exactly what will happen, or what you want.
- Use short sentences and simple, clear words.
- Make your thank you sincere. Personalise it if possible.

### Example

I will ring next week to see if a representative of your firm would be agreeable to such an interview. It can be carried out at a time and place to maximize your convenience. I will be extremely grateful for any assistance you can give me.

Yours sincerely

Jacinta Jackson  
[Jacinta Jackson]