



*English iii*

*Technical Report Writing*

*ID # 14136*

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## **ABSTRACT**

An abstract is the most important part of a scientific paper/thesis/report.

An Abstract is a summary of the whole technical report. It's sometimes called the 'Summary' or the 'Executive Summary'. It comes right at the beginning of a report, on its own page, and usually after the Title page. Because the Abstract is a summary of the whole report, it's also the last thing you will write.

- The first or front page of your report.
- Submitted first for paper acceptance and review.
- It not only summarizes the significant aspects of the paper/report but also lures a reader into reading it!

Attract readers to read the entire article

- Help readers to remember the key findings on a topic.
- Provide clear overview of the main text.
- Index articles for quick recovery and crossreferencing.
- Allow supervisors to review technical work without becoming slowed down by details.

### **Why do we write abstracts:**

Abstracts are important parts of reports and research papers and sometimes academic assignments. The abstract is often the last item that you write, but the first thing people read when they want to have a quick overview of the whole paper. We suggest you leave writing the abstract to the end, because you will have a clearer picture of all your findings and conclusions.

## **HOW DO I WRITE AN ABSTRACT**

- First re-read your paper/report for an overview. Then read each section and condense the information in each down to 1-2 sentences.
- Next read these sentences again to ensure that they cover the major points in your paper.
- Ensure you have written something for each of the key points outlined above for either the descriptive or informative abstract.

## **Critical Abstract**

A critical abstract provides, in addition to describing main findings and information, a judgment or comment about the study's validity, reliability, or completeness. The researcher evaluates the paper and often compares it with other works on the same subject. Critical abstracts are generally 400-500 words in length due to the additional interpretive commentary. These types of abstracts are used infrequently.

## **Descriptive Abstract**

A descriptive abstract indicates the type of information found in the work. It makes no judgments about the work, nor does it provide results or conclusions of the research. It does incorporate key words found in the text and may include the purpose, methods, and scope of the research. Essentially, the descriptive abstract only describes the work being summarized. Some researchers consider it an outline of the work, rather than a summary. Descriptive abstracts are usually very short, 100 words or less.

## **Informative Abstract**

The majority of abstracts are informative. While they still do not critique or evaluate a work, they do more than describe it. A good informative abstract acts as a surrogate for the work itself. That is, the researcher presents and explains all the main arguments and the important results and evidence in the paper. An informative abstract includes the information that can be found in a descriptive abstract [purpose, methods, scope] but it also includes the results and conclusions of the research and the recommendations of the author. The length varies according to discipline, but an informative abstract is usually no more than 300 words in length.

## **WHAT IS A CONCLUSION?**

The last paragraph in your research paper, or the last part in any other type of presentation.

A conclusion is the last part of something, its end or result. When you write a paper, you always end by summing up your arguments and drawing a *conclusion* about what you've been writing about.

The conclusions section provides an effective ending to your report.

The conclusion allows you to have the final say on the issues you have raised in your paper, to demonstrate the importance of your ideas, and to show your aim and objectives are achieved.

Your conclusion should make your readers glad they read your paper. Your conclusion gives your reader something to take away that will help them see things differently or appreciate your topic in personally relevant ways.

## **Strategies:**

The content should relate directly to the aims of the project as stated in the introduction, and sum up the essential features of your work.

- 1) States whether you have achieved your aims.
- 2) Gives a brief summary of the key findings or information in your report.
- 3) Highlights the major outcomes of your investigation and their significance.
- 4) Recommend future works.
- 5) States the commercialization potential or practical application of your outcome .

## **WHAT IS THE BASIC DIFFERENCE BETWEEN AN ABSTRACT AND CONCLUSION?**

The abstract usually is early in the scientific paper and provides a sort of summary of what the researchers found in their experiment. It'll include some motivation for the research, outline what was done, and a quick summary of the results. If you were trying to look up scientific papers for citing, the abstract should be able to tell you whether you may want to actually fully read this paper or not.

The conclusion usually explains the results and why they are important. It possibly will provide some explanation behind why the results were the way they were. Some or all of this may be a discussion section of the paper. In any case, here is where you go if you want some more detail on what the researchers found in their experiment.

The abstract is free, the conclusion is not ... unless your paper is published under Open Access. Therefore, use the abstract as your promotional piece.

The abstract helps decide whether or not your current paper is worth downloading for further reading, the conclusion is to decide whether your next paper will be worth reading.

The abstract fully explains the title, the conclusion fully explains the many ways your paper brings benefits to its reader.

The content overlap between conclusion and abstract is at most 30%.

The size of the abstract is either equal or slightly smaller than the size of the conclusion.

The abstract is mostly written in the present tense, the conclusion in the past tense.

Many people read the conclusion right after they read the abstract. Do not copy paste. Make sure you the two are consistent.

**Thank You**