

## **Sessional Assignment**

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**Subject: Technical Report Writing**

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**Q) Define and explain Abstract and Conclusion in Technical writing, also explain on what basis we differentiate abstract and conclusion?**

**ANS) Abstract:**

**An Abstract is a summary of the whole technical report. Its 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, its also the last thing you will write.**

**Abstract for:**

**The Abstract tells the reader the main points about your technical project. Imagine the workplace - if someone is very busy, they may not have time to read the full report. They may also not have a technical background. The Abstract gives them an overview and can help them decide which specific sections to focus on. Plus, if the reader is looking for particular information, the Abstract tells them if the report includes that information or not.**

**Finally, if the reader is faced with a pile of reports, the Abstract helps them decide which ones to read.**

**Writing concisely:**

**Effective Abstracts are concise, i.e. they should not include any unnecessary words. If you write a clear and informative Abstract, your report is more likely to be read. This is good for you, as your work will become known. Its actually quite**

difficult to write concisely. With practice, though, you can develop this skill.

The Abstract should only include the headlines of your report, i.e. key information about the following:

- Background of your project (why you did it / why the project was necessary)
- Aim(s) of your experiment/research/project (what you were specifically trying to do)
- What you actually did (your procedure or experimental method)
- What you found (your results)
- What your results mean (your conclusion)
- Any recommendations and/or special considerations for the future (implications)
- Any limits to how far your conclusions can be applied (limitations)
- Abstracts often follow this order as it is the same order as the information in the main report.

The Abstract should not include:

- Graphs or tables
- Pictures or equations
- Abbreviations, acronyms
- How do I summarise my key information?

**Conclusion:**

A conclusion is a presentation of key points and final outcomes based on collected data. Conclusions should remind the readers what they have learned and should answer the main questions of the document. For technical documents, the reader should always know, based on the content of the

document, what your final outcome will be. It's best to leave the surprise endings for the movies.

Writing a conclusion is an important part of any piece of writing. It is often possible to get a good overview of an assignment by looking briefly at the conclusion. However, writing a conclusion can be quite difficult. This is because it can often be hard to find something interesting or useful to say in the conclusion. Conclusions should be attractive and interesting but often they are rather dull and "formula written".

Although formula for writing conclusions are tempting to use, it is always best to avoid set phrases such as "Therefore, let us conclude that..." which are clichés, and do not help to end your work in the best light.

#### Ingredients of a conclusion:

- 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

Five basic ingredients of a conclusion as follows, though these will not always be used in the same conclusion:

A summary of the main points;

- Concluding statements
- Recommendations

- Predictions
- Solutions

### Further advice on writing conclusions

When writing an assignment, be careful of the following points:

- The topic you are writing about may not always require a full conclusion (this is particularly the case if your work is heavily analytical or mathematical, or not very discursive.) Remember not all assignments require discussion. Check what the expectations are in your own department. Ask your tutor if you are not sure.
- Even if you do not need a full conclusion, remember that any assignment nearly always needs to be rounded off in some way and brought to an end. Consider this: will the reader know that you have finished your work?
- Keep in mind the balance of your assignment. The conclusion should be clear and relatively brief.
- In discussion-type assignments, it is often a better idea to raise questions and problems in the conclusion than to provide over-simplified/ naive answers to the assignment title. Examiners will usually be very wary of essays, theses or dissertations that presume to solve all the world's problems in a simplistic and trivial way. Remember, life is never that simple. However, remember not to introduce any new material in the conclusion.
- There is no need to go over everything again that you have already mentioned; this would be unnecessarily boring and tedious.
- Make sure that the conclusion is based on what you have said before. It is often tempting to go off at a tangent and to say things that are completely unrelated to the topic. Be wary of this.
- It is permissible to give your opinion in the conclusion but try to do so subtly and try not to sound too pompous or authoritarian. Usually your viewpoint will be obvious from your discussion, so there is no need to conclude with statements such as: In conclusion, I think Hamlet is a great play. Allow your enthusiasm for the topic to show in how you

discuss it. Make sure that you do not use the conclusion as an opportunity to engage in an over-generalised and unfocussed 'rant'.

- Be careful with tenses. In a conclusion, you will usually want to use the present perfect (e.g. The aim of this dissertation has been to....) followed by the simple past (Chapter 1 provided an overview of...).

### Example:

#### Aim

The aim of this project is to design a mobile phone tower.

#### Conclusions

In this report, a design for a mobile phone tower has been presented. The key features of the tower are... It was found that...

## DIFFERENTIAT ABSTRACT AND CONCLUSION:

### ABSTRACT:

The abstract is written for the potentially interested reader. While writing it, keep in mind that most readers read the abstract before they read the paper (sounds obvious, but many abstracts read like the authors did not consider this). The abstract should give an impression of what the paper will be about. Do not use jargon or any abbreviations here. It should be understandable for non-specialists and even for people from fields somehow far away.

Abstract is a concise summary found at the beginning of a research article. Abstract is a type of a summary. Abstract should contain the research purpose, Method, Result, Conclusion and recommendation.

- An abstract is the most important part of a scientific paper/report.
- 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:
  - i. Attract reader to read the entire article
  - ii. Help reader to remember the key finding on topic.
  - iii. Provide clear overview of the main text.
  - iv. Index articles for quick recovery and cross-referencing.
  - v. Allow supervisor to review technical work without becoming slowed down by details.

## CONCLUSION:

The conclusion should conclude the paper and is written for the reader who already has read the paper. In other words: most readers have read the paper when they read the conclusion. Again, this sounds obvious but, again, a lot of conclusions do not read like this. It does not make sense to write a conclusion like "we have shown this and that by using this and that method". Well, this is what the reader has just read (and what he may know since he has read the abstract). A proper conclusion should tell the reader what she can or he could do with the newly acquired knowledge.

The conclusion is the end or finish of a chapter or text. The purpose of a conclusion is to conclude the text smoothly. A conclusion is at the end of a document. A conclusion can include the summary of the main points.

- The conclusion allows you to have the final say on the issue you have raised in your paper, to demonstrate the importance of your ideas, and to show 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 your topic in personally relevant ways.
1. The last paragraph in your research paper, or the last part in any other type of presentation.

**2. The conclusions section provides an effective ending to your report.**