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1. **Abstract**
2. **Definition**

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

**Explanation**

An abstract summarizes, usually in one paragraph of 300 words or less, the major aspects of the entire paper in a prescribed sequence that includes:

1. The overall purpose of the study and the research problem you investigated;
2. The basic design of the study;
3. Major findings or trends found as a result of your analysis; and,
4. a brief summary of your interpretations and conclusions.

An abstract should answer the following key questions;

* The Problem (Why?)
* The Solution (How?)
* The Impact (So what?)

1. **Conclusion**
2. **Definition**

Conclusions in technical documents are vital to keep the readers focused on the purpose of document and the outcome of your research.

A conclusion is a presentation of key points and final outcomes based on collected data.

1. **Explanation**

Conclusion must be started from specific to general. Conclusion is the end paragraph of the technical writing that demonstrates the accomplishments what one had set out to do. It wraps up the essay or research and it provides a sense of closure of the study. A conclusion implies a summary of the main points that you **report** in the body, what decision you came. Use words to show that you are concluding your work to prepare readers that you're about to finish. The conclusion should be short and concise. But the main idea is to cover every question that a reader may ask.

1. **Difference between Abstract and Conclusion**

An abstract and conclusion can be differentiated on the following basis;

* An abstract is always at the beginning of a academic paper. A conclusion is always at the end.
* Abstract is Author’s short story about what is in it (no matter good or bad, valuable or scrap) Conclusion is Authors statement about the findings justified by the detailed content (findings/achievement/affirmation of a doubtful fact/negation of an established belief...etc) for a reader who has a guided-travel across by the author.
* Abstract includes all the main aspects of study while conclusion includes the speculation of data and proposals for future research.
* Abstract is a short note that expresses the contents of the work. Conclusion is a statement/decision reached by the researcher based on findings in the research.

