

Assignment

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Subject: Technical Report Writing

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 a body of information. Sometimes, abstracts are in fact called summaries—sometimes, executive summaries or executive abstracts. The business and scientific worlds define different types of abstracts according to their needs. If you are taking a technical writing course based on this online textbook, your technical report (depending on your instructor) may use two types: the descriptive abstract and the informative abstract.

Descriptive Abstracts:

The descriptive abstract provides a description of the report's main topic and purpose as well an overview of its contents it is very short—usually a brief one- or two-sentence paragraph.

Informative Abstracts:

The informative abstract, as its name implies, provides information from the body of the report—specifically, the key facts and conclusions. To put it another way, this type of abstract summarizes the key information from every major section in the body of the report.

It is as if someone had taken a yellow marker and highlighted all the key points in the body of the report then vacuumed them up into a one- or two-page document. (Of course, then some editing and rewriting would be necessary to make the abstract readable.)

Conclusion:

We normally use the word "conclusion" to refer to that last section or paragraph of a document. Actually, however, the word refers more to a specific type of final section. If we were going to be fussy about it, the current chapter should be called "Final Sections," which covers all possibilities.

There seem to be at least four ways to end a report: a summary, a true conclusion, an afterword, and nothing. Yes, it is possible to end a document with no conclusion (or "final section") whatsoever. However, in most cases, that's a bit like slamming the phone down without even saying good-bye. More often, the final section is some combination of the first three ways of ending the document.

Difference between Abstract and Conclusion:

- 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 that the two are consistent.