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Department: Computer Science

Semester: 3rd

Sessional Assignment

Total Marks: 20

Instructor: Naeem Ullah Kaka Khel

Subject: Technical Report Writing

Your answer should be 400 words.

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

Ans. Abstract in Technical Writing:

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.

Your abstract should answer the following key questions:

- Why?
- How?
- So what?

This means you should focus on:

- The Problem (Why?)

- The Solution (How?)
- The Impact (So what?)

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.

'Key' information means the most important information. Depending on your project, 'implications' and 'limitations' may be optional. Your decision to include or exclude them depends on how important you think they are.

The Abstract should be self-contained, i.e. can be read and understood without needing to refer to other documents.

The Abstract should not include:

- Graphs or tables
- Pictures or equations

Conclusion in Technical writing:

The Conclusions and Recommendations may be combined or, in long reports, presented in separate sections. If there are no recommendations to be made as a result of the project, just call this section Conclusions.

The Conclusions section sums up the key points of your discussion, the essential features of your design, or the significant outcomes of your investigation. As its function is to round off the story of your project, it should:

- be written to relate directly to the aims of the project as stated in the Introduction
- indicate the extent to which the aims have been achieved
- summaries the key findings, outcomes or information in your report
- acknowledge limitations and make recommendations for future work (where applicable)
- highlight the significance or usefulness of your work.

Differentiate abstract and conclusion:

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.

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. Answer the question "So what?".

