



# Sessional Assignment

## English III- Technical Report Writing

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# Sessional Assignment

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

**Ans: Abstract:**

An Abstract represents an executive summary, which is representative of the whole technical report from the research point of view. An abstract represent an executive summary of the whole research, project, thesis, dissertation. Just like thesis it comes at the beginning of the report but it should be written once you done with the whole report. An abstract is brief and specific. It should help the readers which specific section they have to focus on. Most technical reports contain at least one abstract—sometimes two, in which case the abstracts play different roles. Abstracts summarize the contents of a report, but the different types do so in different way:

**Descriptive abstract:** This type provides an overview of the purpose and contents of the report. In some report designs, the descriptive abstract is placed at the bottom of the title page.

**Executive summary:** Another common type is the executive summary, which also summarizes the key facts and conclusions contained in the report. Think of this as if you used a yellow highlighter to mark the key sentences in the report and then siphoned them all out onto a separate page and edited them for readability. Typically, executive summaries are one-tenth to one-twentieth the length of reports ten to fifty pages long.

This section of the report should tell us :

1. What the report is about.
2. How did you find problems
3. How did you find out solutions to those different problems?
4. The way you found out those different solutions, so how it might benefit the organization.

**Conclusion:**

Conclusion is that part in technical writing i.e report writing, which presents the final outcome of the presented data. This section should be written at the end of the report. Conclusion should be written on the basis of the previous discussion and in this section nothing new should be added this section should also highlight the answer provided to the main question of the document or report. In this section of the report the structure should move from general to the specific i.e highlight your finding general to specific. Texts are forms of nonverbal (or not exclusively verbal) communication aimed at a particular audience. They are always expressions of some set of goals or purposes.

**Differences:**

1. Abstract summarizes the whole text , The conclusion is the end or finish of a chapter or text.
2. Abstract may contain results and recommendations, The purpose of the conclusion is to conclude the text smoothly.
3. The content overlap between conclusion and abstract is at most 30%.
4. The size of the abstract is either equal or slightly smaller than the size of the conclusion.