Assignment : **01**

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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. 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. An abstract is a brief summary of a research article, thesis, review, conference proceeding, or any in-depth analysis of a particular subject and is often used to help the reader quickly ascertain the paper's purpose. Abstracting and indexing services for various academic disciplines are aimed at compiling a body of literature for that particular subject.

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 you final outcomes will be. It's best to leave the surprise endings for the movies. Conclusion in technical documents are vital in

keeping your readers focused on the purpose of your research. The conclusion is a short review of what you have found from your experiment and will not contain any new information that has not already been introduced else where in your report.

Basis we differentiate 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 be jargon or any abbreviations here. It should be understandable for non-specialists and even for people from fields somehow far away. Abstract: it's a short note that express the contents of the work.

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 sound 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?". Conclusion: it's a statement reached by the researcher based on findings in the research.