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

Abstract

An abstract is a brief summary of the most important points in a scientific paper. Abstracts enable professionals to stay current with the huge volume of scientific literature. Students have misconceptions about the nature of abstracts that may be described as the "table of contents" or "introduction" syndromes.

Introduction

It has been observed that the quantity of our scientific knowledge increases at an exponential rate. How is it possible for scientists, students or anyone to keep up with this increase? If a sedimentologist, for example, were to read every paper published in a single year in the Journal of Sedimentary Research, Sedimentology, Sedimentary Geology, Geology, the GSA Bulletin, the AAPG Bulletin, etc. she or he would have no time to conduct any research! Abstracts are crucial components in the battle to keep abreast of one's field.

Nature and function of an abstract

If you examine any paper in a professional journal, such as the GSA Bulletin, and you will see that each paper begins with an abstract. So, what is an abstract?

An abstract is a brief **synopsis** or **summary** of the most important points that the author makes in the paper. It is a highly condensed version of the paper itself. After reading the abstract, the reader knows the main points that the authors have to make. The reader can then evaluate the significance of the paper and then decide whether or not she or he wishes

to read the full paper. If one elects to read the full paper, further detail is given about each of the significant topics, but no new topics of importance are introduced. If one decides not to read the paper, that decision is based on a knowledge of the paper's content.

Although the abstract appears <u>first</u> in a paper, it is generally the <u>last</u> part written. Only after the paper has been completed can the authors decide what should be in the abstract and what parts are supporting detail.

Common misconceptions about abstracts

Student misconceptions abound on the nature of abstracts. Perhaps the two most common misconceptions are that the abstract is a <u>table of contents</u> or an <u>introduction</u>. An abstract is neither of these. Just because it appears first in a paper does not mean that it is an integral part of the paper. Abstracts should be able to stand alone.

The "table of contents" syndrome is marked by statements such as these: "This paper will examine..., "following this I will describe... ", " the last section of the paper will address...", etc.. If what you have written includes such statements, chances are you have not written an abstract.

The "introduction" misconception is also common. If you have statements such as these, you have probably written an introduction and not an abstract: "One of the most important events in geologic history...", The XYZ Formation is found in central Podunk County and is a fascinating

unit.",However, before we examine these characteristics, we must look closer at the origins." etc..

How can you tell if what you have written is an abstract or not Ask yourself the following questions Does my abstract summarize all the most important points in my paper If someone reads my abstract will they get all the main points that I want to make in the paper Does my abstract stand alone or does it lead to other parts of the paper If the latter is true, chances are good that you have not written an abstract.

Conclusion

Conclusions wrap up what you have been discussing in your paper. After moving from general to specific information in the introduction and body paragraphs, your conclusion should begin pulling back into more general information that restates the main points of your argument. Conclusions may also call for action or overview future possible research. The following outline may help you conclude your paper:

In a general way,

- Restate your topic and why it is important,
- Restate your thesis/claim,
- Address opposing viewpoints and explain why readers should align with your position,
- Call for action or overview future research possibilities.

Remember that once you accomplish these tasks, unless otherwise directed by your instructor, you are finished. Done. Complete. Don't try to bring in new points or end with a whiz bang(!) conclusion or try to solve world hunger in the final sentence of your conclusion. Simplicity is best for a clear, convincing message.

The preacher's maxim is one of the most effective formulas to follow for argument papers:

1. Tell what you're going to tell them (introduction)

2. Tell them (body).

3. Tell them what you told them (conclusion).

Conclusion   examples

Some might argue a conclusion is one of the most important components of any research paper or article. It's your last opportunity to make a good impression on your reader. If you can confidently say you've fully answered the question posed, or are leaving the readers with a thought-provoking consideration, you've done well.

A good rule of thumb is to restate your thesis statement, if you have one. Your conclusion should also refer back to your introduction, summarize three main points of your essay and wrap it all up with a final observation. If you conclude with an interesting insight, readers will be happy to have spent time on your writing.

Example

• Aim
The aim of this project is to design a mobile phone tower.

• Conclusions

In this report, a design for a mobile phone tower has been presented. The key features of the tower are... It was found that...

Differentiat 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 jargon or *any* abbreviations here. It should be understandable for non-specialists and even for people from fields somehow far away.

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 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.