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ASSIGNMENT **: Technical Report Writing**

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

ANS : **ABSTRACT:**

Abstract is defined as something that is not physical or concrete.

An example of abstract is the idea of justice.

Types of abstracts

There are two types of abstracts: descriptive and informative. They have different aims, so as a consequence they have different components and styles. There is also a third type called critical, but it is rarely used. If you want to find out more about writing a critique or a review of a work, see the UNC Writing Center handout on writing a literature review. If you are unsure which type of abstract you should write, ask your instructor (if the abstract is for a class) or read other abstracts in your field or in the journal where you are submitting your article.

Descriptive abstracts :

A descriptive abstract indicates the type of information found in the work. It makes no judgments about the work, nor does it provide results or conclusions of the research. It does incorporate key words found in the text and may include the purpose, methods, and scope of the research. Essentially, the descriptive abstract describes the work being abstracted. Some people consider it an outline of the

work, rather than a summary. Descriptive abstracts are usually very short—100 words or less.

Informative abstracts :

The majority of abstracts are informative. While they still do not critique or evaluate a work, they do more than describe it. A good informative abstract acts as a surrogate for the work itself. That is, the writer presents and explains all the main arguments and the important results and evidence in the complete article/paper/book. An informative abstract includes the information that can be found in a descriptive abstract (purpose, methods, scope) but also includes the results and conclusions of the research and the recommendations of the author. The length varies according to discipline, but an informative abstract is rarely more than 10% of the length of the entire work. In the case of a longer work, it may be much less.

Academic literature uses the abstract to succinctly communicate complex research. An abstract may act as a stand-alone entity instead of a full paper. As such, an abstract is used by many organizations as the basis for selecting research that is proposed for presentation in the form of a poster, platform/oral presentation or workshop presentation at an academic conference. Most literature database search engines index only abstracts rather than providing the entire text of the paper.

An abstract allows one to sift through copious numbers of papers for ones in which the researcher can have more confidence that they will be relevant to his or her research. Once papers are chosen based on the abstract, they must be read carefully to be evaluated for relevance. It is generally agreed that one must not base reference citations on the abstract alone, but the content of an entire paper.

CONCLUSION :

The definition of a conclusion is the last part of something or an opinion reached after some thought.

An example of conclusion is the final scene in a movie.

An example of conclusion is the decision to purchase the red sedan after comparing it with the blue sports car.

Introductions and conclusions can be difficult to write, but they're worth investing time in. They can have a significant influence on a reader's experience of your paper.

Your conclusion is your chance to have the last word on the subject. The conclusion allows you to have the final say on the issues you have raised in your paper, to synthesize your thoughts, to demonstrate the importance of your ideas, and to propel your reader to a new view of the subject. It is also your opportunity to make a good final impression and to end on a positive note.

Your conclusion can go beyond the confines of the assignment. The conclusion pushes beyond the boundaries of the prompt and allows you to consider broader issues, make new connections, and elaborate on the significance of your findings.

Your conclusion should make your readers glad they read your paper. Your conclusion gives your reader something to take away that will help them see things differently or appreciate your topic in personally relevant ways.

Also explain on what basis we differentiate abstract and conclusion

For it is true that many people use their conclusions with minor modifications as their abstracts, or vice versa. This is bad practise for the two have quite different purposes.

An abstract should be a concise summary (often with a limited word count) of the entire document. It might contain a brief mention of some main contribution or statistic, but it should summarise the whole work. It is frequently used by readers to determine whether the entire paper is relevant to them, and so it needs to be short, concise, and nothing more than a summary.

In contrast a conclusion provides the ending for a paper. It should revisit the objectives/aim/hypothesis stated at the start in the introduction and summarise the evidence presented in the work that meets/fulfils/confirms or refutes them.

For example, while you may be able to get a general impression of a scientific paper from its abstract, you should be able to understand *all* the key findings and novel contributions in some detail from its conclusion.