

Sessional Assignment

Total Marks: 20

Instructor: Naeem Ullah Kaka Khel

Subject: Technical Report Writing

ID: 14646

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Your answer should be 400 words.

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.

What is Abstract used for?

Abstract, at all saves the reader's both time and effort.

The Abstract tells the reader the main points about your technical project. Imagine the workplace - if someone is very busy, they may not have time to read the full report. They may also not have a technical background. The Abstract gives them an overview and can help them decide which specific sections to focus on. Plus, if the reader is looking for particular information, the Abstract tells them if the report includes that information or not.

Finally, if the reader is faced with a pile of reports, the Abstract helps them decide which ones to read.

How To write an abstract:

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?)

What should be included while writing Abstract:

The Abstract should only include the 'headlines' of your report, i.e. key information about the following:

1. Background of your project (why you did it / why the project was necessary)
2. Aim(s) of your experiment/research/project (what you were specifically trying to do)
3. What you actually did (your procedure or experimental method)
4. What you found (your results)
5. What your results mean (your conclusion)
6. Any recommendations and/or special considerations for the future (implications)
7. 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

- Abbreviations, acronyms or jargon

CONCLUSION:

We normally use the word "conclusion" to refer to that last section or paragraph or a document. Actually, however, the word refers more to a specific type of final section. If we were going to be fussy about it, the current chapter should be called "Final Sections," which covers all possibilities.

There seem to be at least four ways to end a report: a summary, a true conclusion, an afterword, and nothing. Yes, it is possible to end a document with no conclusion (or "final section") whatsoever. However, in most cases, that's a bit like slamming the phone down without even saying good-bye. More often, the final section is some combination of the first three ways of ending the document.

GENERAL steps to follow while writing a conclusion:

1. A conclusion is not merely a summary of your points or a re-statement of your thesis. If you wish to summarize—and often you must—do so in fresh language. Remind the reader of how the evidence you've presented has contributed to your thesis.
2. The conclusion, like much of the rest of the paper, involves critical thinking. Reflect upon the significance of what you've written. Try to convey some closing thoughts about the larger implications of your argument.
3. Broaden your focus a bit at the end of the essay. A good last sentence leaves your reader with something to think about, a concept in some way illuminated by what you've written in the paper.
4. For most essays, one well-developed paragraph is sufficient for a conclusion. In some cases, a two-or-three paragraph conclusion may be appropriate. As with introductions, the length of the conclusion should reflect the length of the essay.

Writing an interesting and effective conclusion:

The following strategies may help you move beyond merely summarizing the key points of your essay:

1. If your essay deals with a contemporary problem, warn readers of the possible consequences of not attending to the problem.
2. Recommend a specific course of action.

3. Use an apt quotation or expert opinion to lend authority to the conclusion you have reached.
4. Give a startling statistic, fact, or visual image to drive home the ultimate point of your paper.
5. If your discipline encourages personal reflection, illustrate your concluding point with a relevant narrative drawn from your own life experiences.
6. Return to an anecdote, example, or quotation that you introduced in your introduction, but add further insight that derives from the body of your essay.
7. In a science or social science paper, mention worthwhile avenues for future research on your topic.

DIFFERENCE BETWEEN 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?".