**Sessional Assignment**

**Course name:** Technical Report Writing

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**Q (a): Define and explain Abstract and Conclusion in Technical writing.**

**ABSTRACT:** An abstract is a summary of a body of information. There are two types of Abstracts in Technical Report Writing and they are given below:

* **Descriptive Abstract:** The descriptive abstract provides a description of the report's main topic and purpose as well an overview of its contents. It is very short only a two-Sentence paragraph. In this report design, it appears on the title page. The descriptive abstract is little like a program teaser. E.g. Journal
* **Informative Abstract:** Informative abstract provides information from the body of the report. The key facts and conclusions. To put it another way, this type of abstract summarizes the key information from every major section in the body of the report.
* **Conclusions:** We normally use the word "conclusion" to refer to the last section or paragraph of a document. Actually, however, the word refers more to a specific type of final section. If we were going to be busy about it, this section should be called "Final Sections." There are three types of conclusions given below:
* **Summaries:** One common way to wrap up a report is to review and summarize the high points. If your report is rather long, heavily detailed and if you want your readers to come away with the right perspective, a summary is in order.

## True Conclusions: A "true" conclusion is a logical thing. In the" true" conclusion, you'd present your interpretation, final conclusions.

## Afterwords: One last possibility for ending a report involves turning to some related topic but discussing it at a very general level. Imagine that you had written a report on a new technology. In the final section, you might broaden your focus and discuss how that technology might be used, or the problems it might bring about. The key is to keep it general. Don't force yourself into a whole new detailed section.

**Q (b) Explain, on what basis we differentiate abstract and conclusion?**

* **Abstract:** is always at the beginning of a paper. It is a short note that express the contents of the work.
* **Conclusion:** It is a statement/decision reached by the researcher based on findings in the research. It is always in the end.