

ASSIGNMENT NO: 2

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SUBJECT: ENGLISH-iii TECHNICAL REPORT WRITING

WHAT IS AN ABSTRACT?

An abstract is the most important part of a scientific paper/thesis/report.

- The first or front page of your report.
- Submitted first for paper acceptance and review.
- It not only summarizes the significant aspects of the paper/report but also lures a reader into reading it!

Attract readers to read the entire article

- Help readers to remember the key findings on a topic
- Provide clear overview of the main text

- Index articles for quick recovery and crossreferencing
- Allow supervisors to review technical work without becoming slowed down by details

Components OF AN ABSTRACT :

1) Motivation/problem statement:

Why do we care about the problem?

What practical, scientific, theoretical or artistic gap is your research filling?

2) Methods/procedure/approach:

What did you actually do to get your results?

What was the extent of your work?

What important variables did you control, ignore, or measure?

Results/findings/product:

As a result of completing the above procedure, what did you learn/invent/create?

4) Conclusion/implications:

What are the larger implications of your findings, especially for the problem/gap identified in step 1?

Are your results general, potentially generalizable, or specific to a particular case?

HOW TO DESIGN AN EFFECTIVE ABSTRACT?

Reread your report with the purpose of abstracting in mind. Look specifically for these

main parts: purpose, methods, scope, results, conclusions, and recommendations.

✓ After you have finished rereading your report, write a rough draft WITHOUT LOOKING BACK AT YOUR REPORT. Consider the main parts of the abstract listed in step #1. Do not merely copy key sentences from your report. You will put in too much or too little information. Do not summarize information in a new way.

✓ Revise your rough draft to

- correct weaknesses in organization and coherence,
- drop superfluous information,
- add important information originally left out,
- eliminate wordiness, and
- correct errors in grammar and mechanics.

✓ Carefully proofread your final copy

Meet the count limit : The abstract should not exceed one (1) page and less than 300 words

✓ It must be written in English and followed by the translation in Bahasa Melayu

✓ Use an introduction/body/conclusion structure

✓ Follow the chronology of the report

✓ Adds no new information but simply summarizes the report

✓ Is understandable to a wide audience

WHAT IS A CONCLUSION?

- The last paragraph in your research paper, or the last part in any other type of presentation.
- The conclusions section provides an effective ending to your report.
- The conclusion allows you to have the final say on the issues you have raised in your paper, to demonstrate the importance of your ideas, and to show your aim and objectives are achieved.
- 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.

Strategies:

The content should relate directly to the aims of the project as stated in the introduction, and sum up the essential features of your work.

- 1) States whether you have achieved your aims
- 2) Gives a brief summary of the key findings or information in your report
- 3) Highlights the major outcomes of your investigation and their significance
- 4) Recommend future works
- 5) States the commercialization potential or practical application of your outcome

WHAT IS THE BASIC DIFFERENCE BETWEEN AN ABSTRACT AND CONCLUSION?

The abstract usually is early in the scientific paper and provides a sort of summary of what the researchers found in their experiment. It'll include some motivation for the research, outline what was done, and a quick summary of the results. If you were trying to look up scientific papers for citing, the abstract should be able to tell you whether you may want to actually fully read this paper or not.

The conclusion usually explains the results and why they are important. It possibly will provide some explanation behind why the results were the way they were. Some or all of this may be a discussion section of the paper. In any case, here is where you go if you want some more detail on what the researchers found in their experiment.

The abstract is free, the conclusion is not ... unless your paper is published under Open Access. Therefore, use the abstract as your promotional piece.

- The abstract helps decide whether or not your current paper is worth downloading for further reading, the conclusion is to decide whether your next paper will be worth reading.
- The abstract fully explains the title, the conclusion fully explains the many ways your paper brings benefits to its reader.
- The content overlap between conclusion and abstract is at most 30%.
- The size of the abstract is either equal or slightly smaller than the size of the conclusion.
- The abstract is mostly written in the present tense, the conclusion in the past tense.
- Many people read the conclusion right after they read the abstract. Do not copy paste. Make sure you the two are consistent.

THE END .

THANKS.