



# Sessional Assignment

Technical Report Writing (English-III)

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**Submitted To:** Mr. Naeem Ullah Kaka Khel  
(Lecturer)

## Question : 01

**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.

Most technical reports contain at least one abstract—sometimes two, in which case the abstracts play different roles. Abstracts summarize the contents of a report, but the different types do so in different ways:

- Descriptive abstract. This type provides an overview of the purpose and contents of the report. In some report designs, the descriptive abstract is placed at the bottom of the title page, as shown in the following:

### **LIGHT WATER NUCLEAR REACTORS**

submitted to

Mr. David A. McMurrey  
Energy Research Consultants, Inc.  
Austin, Texas

April 27, 19XX

by  
Jeffrey D. Lacruz

This report examines light water reactors as a possible alternative source of energy for Luckenbach, Texas. Both types of light water reactors are described, and an explanation of how each reactor produces electricity is presented. Safety systems and economic aspects conclude the main discussion of the report.

Descriptive abstract. Traditionally, it is placed on the title page (not the cover page).

- **Executive summary.** Another common type is the executive summary, which also summarizes the key facts and conclusions contained in the report. Think of this as if you used a yellow highlighter to mark the key sentences in the report and then siphoned them all out onto a separate page and edited them for readability. Typically, executive summaries are one-tenth to one-twentieth the length of reports ten to fifty pages long. For longer reports, ones over fifty pages, the executive summary should not go over two pages. The point of the executive summary is to provide a summary of the report—something that can be read quickly.

If the executive summary, introduction, and transmittal letter strike you as repetitive, remember that readers don't necessarily start at the beginning of a report and read page by page to the end. They skip around: they may scan the table of contents; they usually skim the executive summary for key facts and conclusions. They may read carefully only a section or two from the body of the report, and then skip the rest. For these reasons, reports are designed with some duplication so that readers will be sure to see the important information no matter where they dip into the report.

**Conclusion:** conclusion is intended to help the reader understand why your research should matter to them after they have finished reading the paper. A conclusion is not merely a summary of your points or a re-statement of your research problem but a synthesis of key points. For most essays, one well-developed paragraph is sufficient for a conclusion, although in some cases, a two-or-three paragraph conclusion may be required

**T**exts are forms of nonverbal (or not exclusively verbal) communication aimed at a particular audience. They are always expressions of some set of goals or purposes. They can contain visual elements, sound, textual elements, graphic elements, and even textures (think of a book of fabric samples). There is a vast array of tools to help you communicate whatever you wish to any audience you choose. Reaching a large audience has never been easier, but the very fact that you may be communicating with many different kinds of people creates new challenges for you as a communicator. Providing clear, easy-to-access texts is critical. Being clear about your message is vitally important. Just as there's never before been an audience as vast and diverse as the global internet, there's never been a greater chance that you will be ignored, misinterpreted, misunderstood, criticized, or even trolled. If you adhere to basic design principles, at least you will be safe from the most basic kinds of criticism aimed at confusing PowerPoint presentations, distractingly busy web sites, or cheesy-looking brochures.

Content is like water—it takes on the shape of whatever you pour it into. Therefore, the container that holds your text does matter. However, content is also like water in another sense. If it's no good, no one will want to drink it down. It won't quench anyone's thirst for knowledge, for instructions, for information. Good content, a focused, clear purpose, and careful attention to the needs of the audience will ensure that if your container is appealing, your message will shine through, and you will achieve your goal as a writer.

## **difference:**

- 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.

Thank You!