

How to Write an Abstract

What Is An Abstract?

An abstract is a descriptive, self-contained, short summary of a larger work. An abstract differs from an introduction because it is more concise. It gives a brief overview of the longer work that the person is about to read and informs them of all the key information that they should know going into it.

An abstract is purely descriptive, so it makes no analytical points or judgements. It should detail the aims and outcomes of the work that it precedes, but it should not provide any statistics or other specific results because the reader will discover those by reading the longer work.

When to Write an Abstract

- An abstract is usually written for a research article, a university thesis, a conference proceeding, a review, and any other in-depth professional or analytical piece of work.
- You always place the abstract at the beginning of a manuscript, even though you write it last.

The Steps to Writing an Abstract

Step 1 - Always write it last

The abstract may appear at the beginning of your manuscript, but it is best to always write it last. This is because you will be able to take all the information you need from the main body of work to construct the abstract.

Step 2 - Set yourself a word count

An abstract is brief for a reason: it introduces the work without saying too much about it. Setting yourself a word count for your abstract will prevent you from writing too much and force you to be concise. An abstract is usually only 150-300 words long, so very condensed. If you are writing for an institution, like a university or a company, then you will likely be given a word count anyway.

Step 3 - Start by introducing the topic

You should make a statement at the very start of the abstract to introduce the topic of the work to the reader. Ensure that it links closely to the title of the work but doesn't plagiarise your introduction section.

Step 4 - Cover the aims

You should then move on to describe the aims your writing was working towards and how you went about achieving these aims. State any methods or major research. Remember to describe, not discuss, for an abstract.

Step 5 - Cover the major outcomes

Remember, you are writing the abstract with hindsight of the whole project and then placing it at the beginning of your manuscript. Therefore, you should describe the major outcomes of your research after covering the aims and methods.

Step 6 - Briefly mention the conclusion reached

Finally, mention the conclusion that your work has reached to give the reader a complete condensed overview of what they are about to read. Again, make sure that you don't plagiarise your conclusion when ending your abstract and instead briefly segue into what the conclusion will be talking about.

How To Write A Report Abstract

J Dewey



How To Write A Report Abstract:

Unveiling the Power of Verbal Art: An Emotional Sojourn through **How To Write A Report Abstract**

In a world inundated with displays and the cacophony of quick conversation, the profound energy and emotional resonance of verbal art usually fade into obscurity, eclipsed by the regular onslaught of noise and distractions. Yet, situated within the lyrical pages of **How To Write A Report Abstract**, a interesting perform of fictional elegance that impulses with raw emotions, lies an unforgettable trip waiting to be embarked upon. Published with a virtuoso wordsmith, that mesmerizing opus manuals readers on an emotional odyssey, softly revealing the latent potential and profound influence embedded within the delicate internet of language. Within the heart-wrenching expanse of the evocative examination, we can embark upon an introspective exploration of the book is main styles, dissect their charming writing style, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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