Theme 12: Introduction, Conclusion & Abstract

Planning the abstract

**Task 1**

Read your report carefully. Make notes in the table below of key information from each section.

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| Section | Notes |
| Background |  |
| Purpose |  |
| Method |  |
| Results |  |
| Importance |  |
| Recommendations |  |

**Task 2**

Using your notes from Task 1, write two sentences to summarise each of the six sections.

**Background**

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**Purpose**

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**Method**

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**Results**

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**Importance**

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**Recommendations**

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**Task 3**

Now combine your sentences into one paragraph. Points to consider:

* Content: Remember not to include any new information
* Cohesion: Use substitution and signposting language to connect sentences.
* The abstract should be no longer than 200 words.

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**Task 4**

Swap your abstract with a partner. Answer the questions below to provide feedback to your partner.

* Is the abstract organised logically?
* Has any unnecessary information been included?
* Has any key information been omitted?
* Is the paragraph cohesive (i.e. sentences and ideas are connected using cohesive devices)?
* Can you identify any language errors e.g. grammar or punctuation?
* Is the abstract written in an appropriate academic register?
* Is the abstract understandable to a non-specialist?

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| Module Learning Outcomes Covered | Academic Literacies Covered |
| ML5 | AL5 |
| Choose an item. | AL8 |
| Choose an item. | Choose an item. |