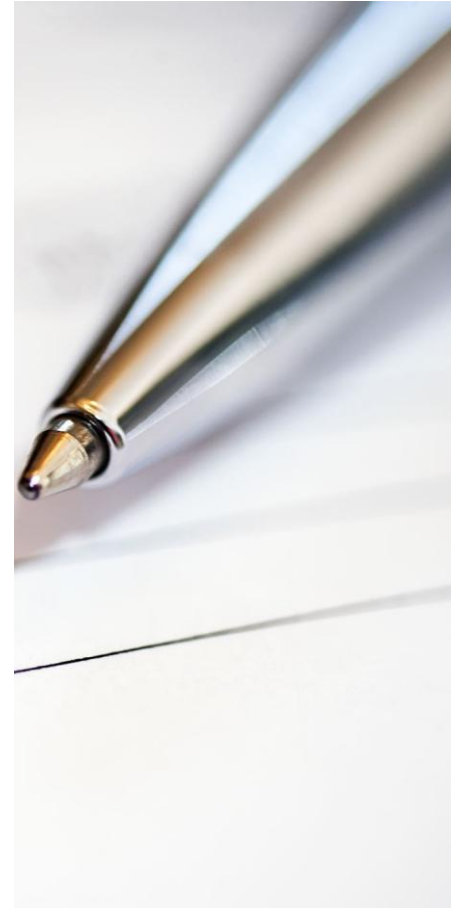


# Abstract Writing for Research/Reports

A Guide to Concise and Effective Writing



# What is an Abstract?

Definition: An abstract is a concise summary of a research paper or report.

Purpose: To give readers an overview of the key aspects of the study.

# What is an Abstract?

Types of Abstracts:

1. Descriptive Abstract: Brief overview without detailed results or conclusions.

2. Informative Abstract: Detailed summary including results and conclusions.

# Importance of an Abstract

Serves as a snapshot of the research or report.

Helps readers decide relevance.

Often the first (and sometimes only) part that readers access.

# Key Components of an Abstract

1. Introduction/Background:  
What is the problem or  
context?

2. Objective: What was the  
purpose of the  
research/report?

3. Methods: How was the  
study conducted?

4. Results: What were the  
main findings?

5. Conclusion: What is the  
significance or implication of  
the findings?

## Characteristics of a Good Abstract



Concise: 150–250 words.



Comprehensive: Covers all key aspects.



Clear: Avoids jargon or overly technical language.



Accurate: Reflects the content of the main text.



StandAlone: Makes sense independently of the paper.

# StepbyStep Process for Writing an Abstract

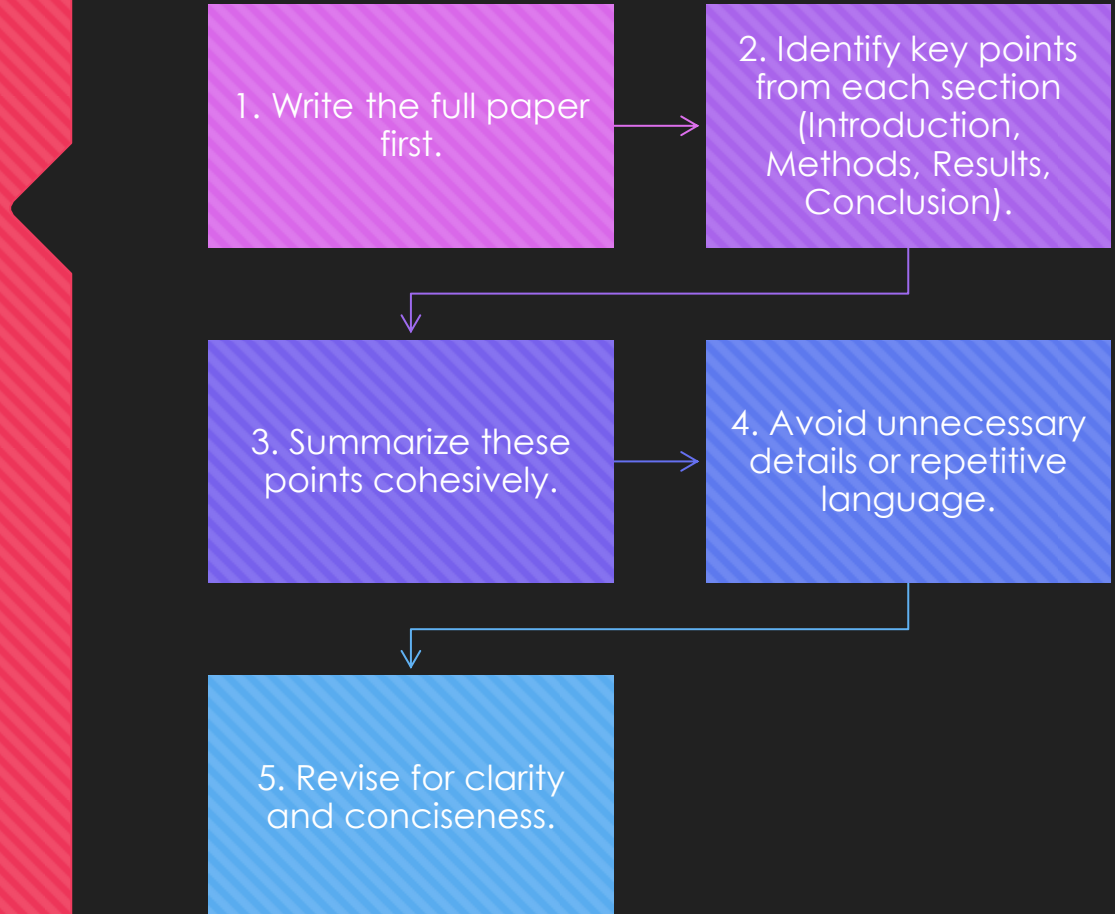
1. Write the full paper first.

2. Identify key points from each section (Introduction, Methods, Results, Conclusion).

3. Summarize these points cohesively.

4. Avoid unnecessary details or repetitive language.

5. Revise for clarity and conciseness.



# Common Mistakes in Abstract Writing

01

Including too much or too little detail.

02

Adding information not present in the main report.

03

Using vague or ambiguous terms.

04

Lacking focus or logical flow.



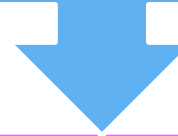
# Sample Abstract

# Practice Activity

Task: Write an abstract for a short research/report.

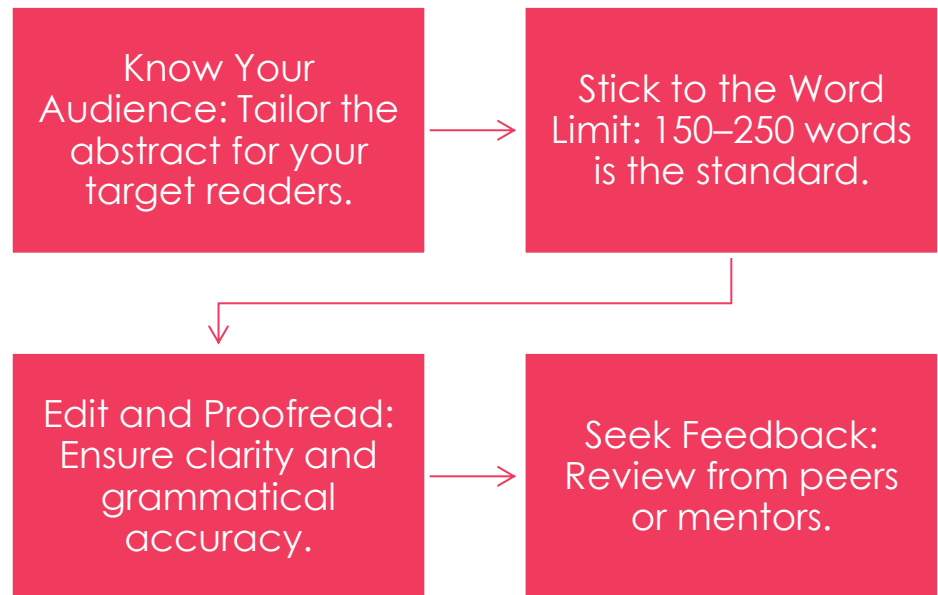


Prompt: Conducted research on the "Impact of Online Learning on Student Motivation."



Instructions: Provide key points for each component (Introduction, Objective, Methods, Results, Conclusion).

# Tips for Success



# References

APA Style Guidelines:  
<https://apastyle.apa.org>

Examples of Abstract Writing:  
<https://writingcenter.unc.edu>

Purdue OWL: Abstract Writing  
Tips: <https://owl.purdue.edu>

# Questions and Discussion



Open the floor for Q&A.



Encourage participants  
to share challenges or  
experiences with  
abstract writing.