Writing an Abstract

What is an 'Abstract'?
An abstract is a brief outline of your entire assignment.

Purpose of an abstract
An abstract helps the reader of your assignment to quickly decide whether it is relevant to their purpose and whether they should proceed to examine the whole assignment.

Types of abstracts
- If your assignment is in a Science-stream subject, you can write an '**Informative-type abstract**'. This is usually written when your assignment is about an experiment, an investigation or study.
  The informative abstract has 4 parts:
    - Purpose: State the reason / purpose / hypothesis of your study
    - Methodology: Give very brief details of techniques used in study
    - Results: Give the most important observations / results yielded
    - Conclusion: Explain the analysis / evaluation of conclusion

- If your assignment is in an Arts-stream subject, you can write an '**Indicative-type abstract**'. This is usually written when your assignment is not strictly structured, such as essay / article. The indicative abstract has 3 parts:
    - Scope: State the theme and focus of the assignment
    - Analysis / argumentation: Briefly mention the main points of analysis or argument used
    - Conclusion: Mention how you conclude your paper.

How to compose a good abstract
- Although your abstract is placed at the very beginning of your assignment, it should be the last thing you write, even after you've finished writing your conclusion.
- The abstract is usually a single paragraph, with single line spacing, containing 150 to 250 words.
- Since it is a brief outline of your assignment, ensure you mention all the parts (or main headings) in your assignment.
- Ensure that all the keywords in your assignment are mentioned in the abstract.
- The abstract should follow the order / chronology of your assignment.

Things to avoid in an abstract
- Compose the abstract paragraph yourself, do not copy it from the introduction or conclusion of your assignment.
- Since it is essentially an outline, avoid including details such as definitions, etc.

For more information / help, visit us:
Writing Centre
Top floor, Computer Science block.
www.chowgules.ac.in