



Tutorial 5

ABSTRACT AND CONCLUSION

DRAFTING AND EDITING AND PROOF-READING

Conclusion

- Should be a clear defined conclusion drawing relevance to the title of the project.
- Usually one paragraph that:
 - summarise the important aspects of the existing body literature.
 - evaluate the current status of the literature review.
 - Outlines areas for future study.
 - link to existing knowledge.

Abstract

This should give a summary of your project and consist of:

Introduction

Aims

Main points

Concluding sentence

Abstract vs. conclusion

Abstract	Conclusion
Written for potentially interested reader	Reader who already read the paper
Give impression of the paper will be about	Tell the reader what she/he can do with the newly acquired knowledge
Should be understandable for non-specialist readers in the field	Specialist readers in the field
Around 200 to 500 words	Usually 1 to 2 paragraphs

Drafting and editing

Drafting: 'making a preliminary or tentative version, sketch or outline of something'

Editing: 'making suitable for publishing or public presentation. Has sense of selecting, amending and revision'

Drafting and editing

- Try not to think about your written work as finished.
- When you read you should always on the look out for ways to improve.
- all effective writing is a result of rewriting.

your first draft

- Is where you begin to express your ideas and organise your materials.
- putting them under different sections/subheadings
- sketch out the main points of your arguments and illustrate them with examples
- the writing is usually rough because you need to work through what you think.

Your second/final draft

- read it loud, Does it look like an essay? Or as a collection of sentences and notes?
- Have you answered all the questions/aims in the introduction?
- Have include ALL the relevant materials?
- If something should not be there or not essential?
- Are all points illustrated?

Your second/final draft

MOST IMPORTANT:

- If you written 'this essay will ...' or 'I will argue that ...' then have you?
- I f you written 'many studies shown' or 'something have been approved' then have you cited these studies?
- Is everything in the best possible order?

Copy-editing and proof reading

Copy-editing:

- read for content and style.
- checking that you have express yourself clearly as you can.
- try to identify superfluous words and clumsy expressions.
- Keep within the word count.

Proof reading

- Read for grammar, punctuation and presentation.
- checking for spelling mistakes.
- Incomplete sentences, too long/short paragraphs.
- check if it is properly formatted according to departmental requirements.
- Biography or reference list in the right form.
- Have you follow the correct referencing system of your subject.

Your tasks

In 2 weeks you should submit your draft of the whole project.

Once you receive comments on editing of the draft, you will have 2 weeks for submitting the final version of your thesis, followed by a presentation.

Thank you
