

Ex. 2

introduction (background, social importance + aim of the research) – methods – results – (discussion / limitation of the research) – conclusion

Ex. 3

a) An abstract is intended for expert audience.

b) Conferences, articles in journals, thesis/dissertation

c) To provide concise information to the reader so that they can decide whether to read the article in detail.

d) At the end (the last thing to write).

e) It depends on the instructions, generally 150-300 words, not more than one page (theses, dissertations etc.).

f) An abstract should not contain citations.

g) An abstract should not contain diagrams, graphs and other graphic representations.

h) An abstract should not contain information not included in the paper itself (similar to a summary/conclusion).

i) The abstract may contain recommendations (e.g. for further research) and limitations of the research.

j) Short, simple sentences and active statements should be used in order to convey the information as effectively as possible.

k) It is common in abstracts to refer to the researchers using the first person plural pronoun 'we' or possessive pronoun 'our'.

l) Introduction (the first part of an abstract) should be written in present/past simple tense.

m) Methods (the second part of an abstract) is usually written in past simple tense.

n) Results (the third part of an abstract) can be written in present/past simple tense.

o) Conclusion (the fourth part of an abstract) are usually written in present simple tense.