

## **General Guidelines for writing your Abstract, Introduction and Conclusion**

### **I. ABSTRACT:**

The abstract of a thesis provides readers with a concise version of the entire document, especially for those who may not have the time to read it in its entirety. The general rule is that the abstract should not exceed one page, as it should be easily and quickly digestible.

What should the abstract of a thesis include? You need to write a paragraph for each of the following questions:

1. What is the problem? Specify the objective, statement of the problem, and research questions of your internship report, thesis, or dissertation.
2. What has been done on the subject? Briefly explain the method and approach of your research.
3. What discoveries have been made? Provide a synthesis of the most important results and your conclusion.
4. What do these findings mean? Summarize key points from the discussion and present your recommendations.

### **II. INTRODUCTION:**

The introduction is the first substantive part of your thesis. You should describe the subject of your thesis and formulate your problem statement. The introduction should allow the reader to understand the thesis as a whole (some people only read the introduction and conclusion). Therefore, pay attention to grammar, syntax, and absolutely avoid spelling mistakes.

The purpose of the introduction of a thesis:

- Introduce the subject of the thesis.
  - What is the purpose of the study, and what is its subject?
- Capture your reader's interest.
  - Attract the reader's attention using clear examples from recent sources.
- Prove the relevance of your study.
  - Convince your reader of its scientific and practical relevance.

Parts of the introduction of a thesis:

The introduction follows the abstract and the table of contents of the thesis and does not exceed two pages. It often consists of the following parts:

1. Presentation of the subject and definition of terms.
2. Presentation of your theoretical framework.
3. Problem statement of the thesis.
4. Presentation of your research approach or methodology.
5. Main objective of the thesis.
6. Announcement of the plan.

### III. CONCLUSION:

Your thesis should conclude with a strong conclusion, as some examiners only read the conclusion and introduction of theses.

What information should be included in a thesis conclusion?

#### 1. Problem statement:

- The purpose of a thesis conclusion is to answer the central research question or problem stated in the introduction. Therefore, start by reintroducing your problem statement at the beginning of the conclusion of your thesis.

#### 2. Answers to the problem statement:

- You need to draw conclusions from your research results, using only the most important and relevant results to address your problem statement. Emphasize the main results of your research and draw an overall reflection.

#### 3. Closing:

- In your thesis conclusion, finish with an opening. You can open up the reader to a limitation of your work, a current event that renews the debate, or an observation that questions another aspect of your theme.

Note: The conclusion should be written in the present when presenting facts and in the past when recounting facts or actions performed during your research.