

How to Write an Abstract of a Survey Report

Warm up

Instructions: 1. Read the definition of an abstract of a survey report.

An abstract of a survey report is a short summary of the entire report. Its purpose is to convince readers to keep reading the rest of the report.

2. According to the definition above, what are parts of an abstract?

.....
.....
.....

Activity I

Instructions: 1. Read the following questions.

2. Match the questions in column A with the items provided in column B.

3. Put a, b, c in front of each question.

A	B
..... 1. What do you find? / What is the answer?	a. results
.....2. What do you want to study?	b. background/ significance
.....3. What is the problem you are trying to solve and why is it important?	c. conclusion
.....4. What do your findings mean? / What are the implications of the answers?	d. purpose/ aim
.....5. What are your design, instrument, subjects, and how is data collected and analyzed?	e. methods

Activity II

Instructions: 1. The items below are parts of an abstract of a survey report.

- a. results
- b. background/ significance
- c. conclusion
- d. purpose/ aim
- e. methods

2. Rearrange them to form a good abstract. Put a, b, c..... in the boxes provided.

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Activity III

- Instructions: 1. Rearrange the sentences below to form a good abstract.
2. Put a, b, c..... in the boxes provided.

- a. Thirty- eight people (95%) responded to the survey.
- b. Voluntourism is a way by which people enjoy not only the luxury of seeing places thousands of miles away from their homes, but also bring benefits to the people or communities they visit.
- c. Most of the respondents (87%) can offer food and accommodation for the tourists.
- d. This study was conducted to find out what people in a community think about voluntourism.
- e. A survey with a questionnaire of 2 multiple-choice items and 3 open-ended questions was distributed to 40 people at Bangmod District, Bangkok.
- f. In conclusion, local people at Bangmod District have a positive opinion about voluntourism, and they do not want anything from tourists except cultural exchanges.
- g. The majority of the respondents (95%) agree with a voluntourism project.
- h. They stated that they are pleased to accept the tourists into their community.
- i. Over half of the respondents (68%) want the tourists to exchange a cultural performance with local people.

Aim/ Purpose	<input type="checkbox"/>
Background	<input type="checkbox"/>
Methods	<input type="checkbox"/>
Results	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Conclusion	<input type="checkbox"/>

Activity IV

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Instructions: Read the abstract below and fill in the passage to complete the abstract.

The....(1)..... of this survey is to investigate children's reasons for using the Internet, and their positive and negative experiences with the Internet. Nowadays, surfing the Internet is one of the most popular activities among children. However, it may bring about troubles to the children. A questionnaire with 8 multiple-choice items and two open-ended questions(2)..... to 50 children aged 9-13 who had home access to the Internet. Forty-five children (90%)(3)..... to the survey. The findings(4)..... that the most important reason for using the Internet is the attraction of computers, followed by information and entertainment respectively. Online and off-line social interactions are the least(5)..... reasons. Children's descriptions of their positive experiences with the Internet most frequently include playing or downloading computer games (17%), watching video clips and songs (13%),(6)..... kids entertainment sites (12%), and seeking information about animals (7%). As a(7)..... experience, children most frequently reported a virus or computer crash (10%),(8)..... (4%), and pornography (4%).(9)....., there are some serious negative effects of using the Internet, especially violence and pornography; therefore, parents and teachers should work together to protect the children from all dangers related to(10).....

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|-----------------------|----------------------|-------------------|-----------------|
| 1. a. method | b. background | c. aim | d. result |
| 2. a. was distributed | b. was distributing | c. distributed | d. distributes |
| 3. a. respond | b. responded | c. were responded | d. responds |
| 4. a. shows | b. were shown | c. were showing | d. show |
| 5. a. right | b. unimportant | c. important | d. difficult |
| 6. a. visiting | b. working | c. showing | d. watching |
| 7. a. good | b. negative | c. positive | d. nice |
| 8. a. advantages | b. knowledge | c. education | d. violence |
| 9. a. In conclusion | b. Finally | c. However | d. Although |
| 10. a. computers | b. the questionnaire | c. this study | d. the Internet |

Instructions: 2. Read the abstract above again and identify the following items:

- a. purpose
- b. background
- c. method
- d. results
- e. conclusion

Tips for Writing an Effective Abstract

1. short (150-200 words) or no more than 10% of the length of the report
2. omit lengthy examples, tables, and other supporting details
3. is written after the report is completed
4. is a mini report itself
5. keep it simple

References:

<http://www.ece.cmu.edu/~koopman/essays/abstract.html>

<http://www.aacn.org/AACN/research.nsf/vwdoc/NTIAAbstract#Writing%20a%20Successful%20Abstract%20for>

<http://crx.sagepub.com/cgi/content/abstract/28/5/652>

<http://www.gmu.edu/departments/writingcenter/handouts/abstract.html>