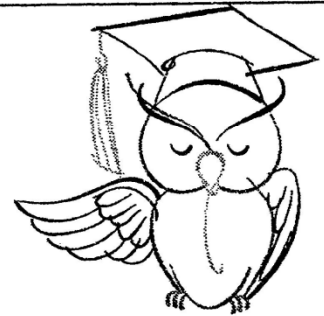


4. Compare your ideas with the following list of important functions that an abstract performs.

**An abstract:**

- serves as a short version of the paper, which provides the most important information;
- helps the potential audience to decide whether to read the whole article or not;
- prepares the reader for reading a full text by giving an idea of what to expect;
- serves as a reference after the paper has been read.

5. You are going to write some abstracts. Before writing read the following:



**For You to Know**

The abstract has certain textual and linguistic characteristics. It:

- consists of a single paragraph;
- contains 4-10 full sentences;
- tends to avoid the first person and to use passive voice (e.g., "The data are given about ...");
- rarely uses negative sentences.



**Grammar Reference:**

Present Simple Passive.

6. Match the phrases given in the columns of the worksheet below that are recommended to be used while writing an abstract.

### WORKSHEET 5.3

WORKSHEET 6.5

The overview of ...			
The problem of ...		is	examined.
The approach to ...		are	analysed.
The innovative technologies in mining			given.
			described.

It is	shown	that ...
	stressed	
	pointed out	
	highlighted	

Diagram of ...	is are	given about ...
Chart of ...		shown.
Data about ...		analysed.
Trends of ...		explained.
Graphs of ...		given.
Tables of ...		

Attention	is are	made to ...
Attempts		drawn about ...
Recommendations		given to ...
Conclusions		given about ...