

How to write an abstract

- Summary of **your presentation** (make it clear it is about your presentation), 150-250 words, worth 8 points
- Submit it in a printed form on the day of your presentation
- Include your name, study group, the number of words and the title of the presentation above the text itself
- **Fixed** structure:
 - introductory sentence(s) (including the purpose statement)
 - key points briefly described
 - conclusion
- **Impersonal** style > the presentation deals with, the main purpose/ aim of the presentation is

X ~~I spoke about~~

- **Signposting:** first, next, finally... , linking words (however, therefore, nevertheless..)
- Use the **present:** The aim of my presentation **IS**
- Do not include the title! ~~The name of my presentation was The Disintegration of the USSR and Ukraine~~
- Do not write about details
- Check the **spelling!** (use the spellcheck)
- Stick to the word limit
- Do not use contracted forms >> formal style ~~isn't—aren't~~