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~~