

## Practice 3

### Making an abstract and a summary of the scientific and technical article in a foreign language. Written professional communication in a foreign language

*Task 1. Read an article <https://www.mimjournal.com/post/main-differences-between-a-summary-and-an> and formulate the basic differences between an abstract and a summary (about 3-4 differences).*

#### Main Differences Between a Summary and an Abstract

Writing for an abstract may have similar steps to writing for a summary, but they have different objectives and requirements. While an abstract is a short, descriptive paragraph overviewing your entire paper from introduction to the findings or future studies, a summary includes your entire paper and its visuals, just in a shorter length and more concise than it is original document. This article will discuss the key parts to include in an abstract and a summary.

##### Abstract

The abstract should summarize the main points of your paper without specific detail. So it should communicate, if relevant: main question of your paper, methods, major results or findings, the importance of results or findings, and how they shape a theory or answer your question.

Start with the main point: The beginning statement should describe the main point you are trying to communicate to the reader. Sometimes, this may be the thesis, or it may be the research topic, all depending on what kind of paper you are writing.

Keep it concise: This is meant to briefly discuss your article, and only talk about the main points between the introduction, body, and conclusion.

Remember the length: This abstract is meant to be a paragraph; therefore, each piece of information given in the summary should be short, key parts of the article.

Follow the same order: Make sure your abstract follows the same order that your paper is written in.

Keep it to the facts: Keep in mind to only use factual statements or observations and avoid using opinions, repetition, and any ‘fluff’ content.

Create an effective ending: The last sentence should be able to effectively wrap up the findings of the article.

##### Summary

On the other hand, the summary is a much longer version of the abstract, containing more details, visuals, and opinions.

Follow the same order: Again, this should follow the same order as your paper.

Keep in mind the length: Remember the length that the publication is asking your article to be at. With publishing for *MiMJ*, we are asking for a 2-3 page, 1000 word limit. With this, try to be concise and only have information that is key to conveying your message in your paper.

Facts and opinions allowed: Unlike writing for an abstract, you are not limited to what kind of information you will be giving; you can include any fact, opinion, or finding, as long as it is a key piece of information that still allows your paper to be concise.

You can use visuals: The use of visuals is welcomed while writing your summary. However, make sure they are necessary to convey your message to the reader due to the fact that summaries need to be concise (do you think I mentioned that your summary needs to be concise enough?). Secondly, make sure each visual that is used is explained well, as summaries are for a general audience.

Remember the format: You still have to organize your paper in the format that is required by the publication you wish to publish your article with. With publishing with *MiMJ*, we require your paper to be written in 7th edition APA format.

Remember your citations: As any paper would include, citations are an important way to credit the sources you used to create your wonderful paper. In addition, make sure your citations abide by the format you are using. This also ties in having a literature cited page as well.

In conclusion, your summary should be a shorter, more concise version of your original paper that still includes all important information and effectively translates the message from your paper. Whereas the abstract should be a short paragraph that presents all key facts and information. In the future, try to refer to this post as a mental checklist after writing any abstract or summary, or even while you are writing!

Furthermore, have you previously used any of these ideas while writing your summary? Are there any other tips that have helped you while writing a summary?

**Task 2. Read the abstract of the article at the link**  
<https://fmo-journal.org/index.php/fmo/article/view/411/263>

**Select and write down sentences from it that meet recommendations for the abstract.**

**☒ Task 3. Read 3 documents. What type do they belong to? Describe the differences**

**Subject:** Opportunity for Scientific Internship

Dear Prof. Carl Johnson,

My name is Anna Ivanova, and I am a lecturer at Zaporizhzhia National University, Ukraine. I am interested in your University, and I am fascinated by it. Moreover, the researches of your department are very close for me. So I would like to complete an internship in your department to discuss the scientific problems and share ideas about education questions. I have a success experience of the research. I am regularly published in the scientific journals. As a high school teacher with a considerable experience I was awarded a mayor's office certificate of honour. I am confident my qualification and experience will be useful for you. I would very much appreciate the opportunity to discuss the details of the internship program. I look forward to hearing from you. I will contact you in two days to set up a time for the discussion.

Sincerely, Anna Ivanova.

**Subject:** Finalization of the Business Deal

Dear Carl,

I'm sorry that I didn't attach the documents to my last email message. I attach them to this email. Please ask your superiors for the signatures these documents. Could you also send the signatures as soon as possible so I could finalize the business deal. Thank you for understanding.

Best regards, Martina Silva

**Subject:** Skills from Write Professional Email

Dear Recipient. I'm writing this email in order to check if I learned to write professional email in English. Certainly, these skills I can also use for writing professional email in Ukrainian, my native language. Firstly I was worried if I can, but once I enrolled the course I plunged into it. From lesson to lesson I study up on professional email more and more. Here some DOs and DON'Ts:

- do make subject line clear, brief, effective, use important details in order to catch the reader's eye;
- do add words of appreciation;
- do consider cultural differences between you and your reader, be polite;
- don't complain or blame;
- don't address the email before checking it carefully.

Over the course I received many advices. The best advice is Practice, practice, practice. I remember useful advice – don't write the book, so I'm sorry my email is long. Apparently I have a high-communication style. In the other hand I would prefer briefness and clearness in the professional emails, I think so do much people

in my country. Finally, I would like to say this course was interesting and very useful for me.

Best regards, Sender.

**Remark.** Course advertising on the platform Coursera (course name “Improve your English communication skills”)

## HOMEWORK 3

### *Task 1. Fill in the gaps in the text. Make the abstract.*

Мосієвич Л. В. Професійно-орієнтований практикум іноземною мовою : навчально-методичний посібник для здобувачів ступеня вищої освіти магістра спеціальності «Будівництво та цивільна інженерія», освітньо-професійної програми «Промислове і цивільне будівництво». Запоріжжя : Запорізький національний університет, 2025. 136 с.

#### **1. Insert the appropriate word or word combination from Vocabulary:**

There are as many kinds of careers as there are people. They vary greatly in the type of work involved and in the ways they (1) \_\_\_\_\_ a person's life.

The kind of career you have can (2) \_\_\_\_\_ your life in many ways. For example, it can (3) \_\_\_\_\_ where you live and the friends you make. It can reflect how much education you have and can determine the (4) \_\_\_\_\_ of money you earn. Your career can also affect the way you feel about yourself and the way other people act toward you. By making wise decisions (5) \_\_\_\_\_ your career, you can help yourself build the life you want.

To make wise career decisions and plans, you need as much information as possible. The more you know about yourself and career (6) \_\_\_\_\_, the better able you will be to choose a (7) \_\_\_\_\_ career.

Learning about oneself. People differ in what they want from a career. Many people desire a high income. Some hope for fame. Others want (8) \_\_\_\_\_. Still others want to serve people and make the world a better place.

Before you begin to (9) \_\_\_\_\_ career fields, you should determine (a) your values; (b) your interests; and (c) your aptitudes (abilities). Most people are happiest in jobs that (10) \_\_\_\_\_ their values, interests, and aptitudes.

Each person has many values, which vary in strength. For example, money is the strongest value for some people — that is, wealth is more important to them than anything else. As a result, they (11) \_\_\_\_\_ their thoughts, behaviour, and emotions on the goal of earning a high income. Other values include devotion to religion, taking risks, spending time with family, and helping others. People should understand their values prior to making a career decision. You can develop an understanding of your values by asking yourself what is most important to you and by examining your beliefs. For example, is it important to you to work as a member of a team? Or would you rather be in charge or work alone? If working alone or being in charge is important to you, independence is probably one of your (12) values.

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>1</b>	move	influence	persuade	guide
<b>2</b>	move	interest	disturb	affect
<b>3</b>	control	choose	determine	discover
<b>4</b>	amount	mass	volume	supply
<b>5</b>	in relevant to	g	concernin	respect
<b>6</b>	hours	moments	occasions	ties
<b>7</b>	satisfying	delightful	comfortab	suitable
<b>8</b>	accident	e	experienc	adventure
<b>9</b>	research	examine	inspect	explore
<b>10</b>	fit	agree	change	belong
<b>11</b>	move	meet	focus	follow
<b>12</b>	best	primary	y	elementar
				primitive

**☒ Task 2. Read the article at the link**

<https://fmo-journal.org/index.php/fmo/article/view/411/263>

Write a summary.

**☒ Task 3. Read the article Academic writing at the link**

<https://www.eapfoundation.com/writing/what/>

*Choose the text from Moodle (Методологія перекладу з іноземної мови науково-технічної літератури та літератури зі спеціальністі, завдання 2) and analyze it according article Academic writing.*

Формальна та неформальна лексика

<b>Informal</b>	<b>Formal</b>	<b>Informal</b>	<b>Formal</b>
Ask	Enquire	Deal with	Handle
Ask for	Request	Tell	Inform
Book	Reserve	Wait for	Await
Check	Verify	Fight	Combat
Get	Receive	Use	Consume
Help	Assist	Go	Depart
Need	Request	Say sorry	Apologise
Start	Commence	End	Terminate
Tough	Difficult	Explain	Disclose
Set out	Display	Throw out	Eject
Old	Elderly	Say	Express
Afraid	Fearful	In the end	Finally
But	However	Wrong	Incorrect
Go up	Increase	At first	Initially

<i>Mad</i>	Insane	<i>Lucky</i>	Fortunate
<i>Smart</i>	Intelligent	<i>Small</i>	Diminutive