

1. HOW TO WRITE AN ABSTRACT :

An abstract is a short informative or descriptive summary of a longer report. It is written after the report is completed, although it is intended to be read first. In a technical report, the abstract appears on a separate page after the table of contents and list of illustrations. In an essay written for a humanities class, it most likely should appear on a separate page, just after the title page and therefore just before the essay itself.

2. Types of abstract :

A. DESCRIPTIVE :(100-150 word)

This merely identifies the areas to be covered in the report. It is an extended statement of purpose or scope. Such an abstract is only useful for a very long report because it demonstrates only the paper's organization, not its content.

B. INFORMATIVE :(200-300 word)

This summarizes the entire report and gives the reader an overview of the facts that will be laid out in detail in the paper itself. It is rarely longer than one page and should never exceed more than 10% of the length of the entire report; otherwise, it defeats its own purpose.

3. How to write abstract :

In the first draft, note key facts, statistics, etc. that you need to include :

- **Do not include a statement of scope; a sentence like "this paper will look at...."**
This is inappropriate in an informative abstract.
- **Be sure to omit or condense lengthy examples, tables, and other supporting detail. Emphasis usually should be on qualitative (or verbal) description of the results; in general, numerical findings are not provided in the abstract.**
- **Revise the draft into smooth, stand-alone prose. The abstract itself should be a mini-essay.**
- **Edit the revision. Be sure that the abstract is complete and accurate. Double check to make sure**
- **The abstract is written in the same voice as the paper.**

The abstract concisely states purpose, method, major results, and conclusions of the research. The first three are most important so the conclusions may have to be omitted because of space limitations.

The abstract should be self-contained. Authors must keep in mind that it will be read before the other sections of the paper (except, of course, the title). Readers must be able to understand every word of the abstract without referring to any other part of the paper. By the same token, readers must be able to understand every word of the rest of the paper without referring to the abstract. Thus, special terms must be defined again in the body of the paper, even if they have already been defined in the abstract. The abstract must be able to stand apart from the rest of the paper, and the rest of the paper must be able to stand apart from the abstract.

4. Hedging :

In academic writing, it is prudent to be cautious in one's statements so as to distinguish between facts and claims. This is commonly known as "hedging." Hedging is the use of linguistic devices to express hesitation or uncertainty as well as to demonstrate politeness and indirectness.

People use hedged language for several different purposes but perhaps the most fundamental are the following:

- 1. to minimize the possibility of another academic opposing the claims that are being made**
- 2. to conform to the currently accepted style of academic writing**
- 3. to enable the author to devise a politeness strategy where they are able to acknowledge that there may be flaws in their claims**

Following are a few hedging words and phrases that can be used to achieve this.

- **Introductory verbs** – seem, tend, look like, appear to be, think, believe, doubt, be sure, indicate, suggest
- **Certain lexical verbs** – believe, assume, suggest
- **Modal Adverbs** – possibly, perhaps, conceivably

- **That clauses** – It could be the case that..., it might be suggested that..., there is every hope that...

4. Tenses of abstract :

While writing your abstract, you can use several tenses depending on the subject of your sentence. You can keep in mind the general rules regarding tense usage while you write your Abstract:

- Use present tense while stating general facts
- Use past tense when writing about prior research
- Use past tense when stating results or observations
- Use present tense when stating the conclusion or interpretations
- Use present tense when referring to your study/paper

Mastery of the language: translation

feedback	التغذية الراجعة
public policyevaluation	تقييم السياسة العامة
public policy monitoring	مراقبة السياسة العامة
public policyimplementation	تنفيذ السياسة العامة
public policy adoption	اعتماد السياسة العامة
public policy formulation	صياغة السياسة العامة
identifying the policyproblem	تحديد مشكلة السياسة
analysis of the alternatives	تحليل البدائل
choice of the best alternative	اختيار البديل الأفضل
Feminist Policy	السياسة النسوية
Policy Formation Model	نموذج تشكيل السياسة
Pre-formulation	ما قبل الصياغة

Cross-National Comparison	مقارنة عبر الوطنية
Cross-National Policy Analysis	تحليل السياسات عبر الوطنية
Managingcomplexity	إدارة التعقيد
Public Management	الإدارة العامة
Macroeconomicpolicy	سياسة الاقتصاد الكلي
Climate change policy	سياسة تغير المناخ

Security and Defense Policies	سياسات الأمن والدفاع
Public health policies	السياسات العامة الصحية
Social Public Policy	السياسة العامة الاجتماعية
Energy policy	السياسة الطاقوية

5. Translation techniques :

Sense-for-sense translation is the oldest norm for translating. It fundamentally means translating the meaning of each whole sentence before moving on to the next, and stands in normative opposition to word-for-word translation (also known as literal translation).

4 Tips for Improving Your Translation Skill

Being a translator requires a love of continuous learning. Translators must continue learning as languages are always evolving and knowledge of a language is never perfect. Here are a few suggestions that will help you improve your skills as an experienced and highly qualified translator:

a. Read in Target Language

Reading is extremely important as it helps grow your vocabulary and increase knowledge of language, both of which are essential when translating. Read the newspaper, novels, the dictionary, etc. Reading will help your word choice and sentence structure when translating.

b. Increase Cultural Awareness

One of the hardest difficulties when translating are the barriers of languages due to cultural differences. Languages are complex and translators require a deep understanding of cultural awareness when translating or the translation may not make sense. The best way of improving this skill is observing and practicing with native speakers.

c. Practice Daily

Carve out time daily to practice translation. No one is a perfect translator, all translators must make time to practice to improve. When you make a mistake, keep track of them and learn from them so that you don't make the same mistakes again. Try back-translation or translating documents vice-versa. If you are used to translating English to another language, practice the opposite way. Back translation will help you learn the other language better and increase your fluency.

d. Talk with other translators

Communicate with other translators or native speakers of the language you are translating.

Ask them for tips on how you can improve your translation skills and ask them to review your work for mistakes so that you can learn how to improve your translation skills

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