

Abstracts

	Readers	Content	Length	Location
Descriptive Abstract	technicians, specialists	topic description	3 to 4 sentences	collections of abstracts,
Informational Abstract	technicians, specialists	topic, main points, major results,	200 to 300 words	before Table of Contents in
Executive Summary	generalists, managers	same as above plus management concerns, and	1 to 2 pages	after Table of Contents in a report