**Extended Essay: Lesson 15—Completing the Full Draft**

Preparing your final draft

Get it looking right

In this lesson you’ll complete the full draft of the essay. There is checklist on the Practice tab to help ensure that the essay is in the correct form and will do justice to the work that you’ve done. Work through that list and ensure that everything is there.

Read it through

At that point you then need to do a final read through of the essay just to ensure that everything is coherent. Sometimes, as we go through lists, things can become a little bit fragmented so check the coherence of your work before you submit it. Try to read it from the perspective of someone who does not have detailed knowledge of your particular topic and question. Most importantly, make sure your essay is complete - while it’s a draft, it should represent your finished piece of work and not a work-in-progress. Your supervisor will usually only comment on one draft of the essay.

## Essay checklist

Use the checklist below to help bring your final draft together and ensure it's formatted in the correct way.

#### [**Title**](https://learn.pamojaeducation.com/courses/23/module/2260/lesson/33909/practice)

This is something you should have been considering along the way, but you now have to produce a working version.

The title of your essay should be a clear, focused summative statement of your research, which gives the reader an indication of your research topic. It should not be phrased as a research question.

#### [**Title page**](https://learn.pamojaeducation.com/courses/23/module/2260/lesson/33909/practice)

The title page should include only the following information:

* The title of the essay
* The research question
* The subject for which the essay is registered (if it is a language essay also state which category it falls into; if a world studies essay also state the theme and the two subjects utilized)
* Word count

#### [**Contents page**](https://learn.pamojaeducation.com/courses/23/module/2260/lesson/33909/practice)

A contents page must be provided at the beginning of the extended essay and all pages should be numbered. Please note that an index page is not required and if included will be treated as if it is not present.

#### [**Formatting**](https://learn.pamojaeducation.com/courses/23/module/2260/lesson/33909/practice)

Make sure your essay uses the following formats:

* Written using a 12-point, legible font (do not use handwriting/artistic fonts)
* Double line spacing
* All pages must be numbered
* No candidate or school name or number on the title page or in the page headers

#### [**Appendices**](https://learn.pamojaeducation.com/courses/23/module/2260/lesson/33909/practice)

Appendices should be avoided except in the following instances:

* Exemplar of a questionnaire or interview questions
* Exemplar of permission letters
* Group 1, category 1 essays: copies of poems or short stories (of less than three pages)
* Group 1, category 3 essays: excerpts from newspapers, advertisements and transcripts of speeches
* Language acquisition, category 1 and 2: excerpts from newspapers, advertisements, transcripts of speeches, etc.
* Language acquisition, category 3: excerpts or copies of poems or short stories (less than 3 pages)
* External mentor letter, where one has been used
* Raw data or statistical tables for experimental sciences (this should not include any analysis or conclusions)

#### [**Word count**](https://learn.pamojaeducation.com/courses/23/module/2260/lesson/33909/practice)

Check that your word count is less than 4000 words. If it is significantly less than 4000 words, you may want to think about doing some more work!

#### [**Bibliography and citation**](https://learn.pamojaeducation.com/courses/23/module/2260/lesson/33909/practice)

Ensure that everything is cited correctly and that your bibliography follows the Harvard style of referencing.

## Mark your own work

Mark your essay against the Extended Essay criteria that we looked at in depth in Unit 2 and 3.  See how well you think you score.

Reflect on the **strengths** and **weaknesses** of your essay (you will need to share this reflection later).

# **TASK: Submit the Draft Essay—DUE First Day of Senior Year**

Submit your full draft of the Extended Essay for review and feedback by your supervisor. Make sure you have followed the checklists and guidelines in this lesson.

You need to submit a document file containing the full essay content, or a link to your full draft if it is an online document.

(Note: This assignment is not graded - it will just be reviewed by your supervisor.)