Session 10: THE ABSTRACT

Criteria J: The Abstract (2pts)

 The abstract should be a synopsis of the essay, rather than an overview or summary. The synopsis should contain the RESEARCH QUESTION, the SCOPE OF INVESTIGATION, and the CONCLUSION REACHED. The scope of the investigation refers to the KEY POINTS in the text and the SOURCES USED to present them. Word count should not exceed 300 words (not included as part of the 4000 word count limit). The word count should appear in the lower right hand corner of your paper (at the end of the abstract).

 The purpose of the abstract is: to help researchers find information quickly and easily. If a researcher wants to find a good source for a chosen topic, he can read the abstract to see if a particular article or book is going to be able to give him whatever he needs, rather than having to read an entire work.

 For the extended essay, your abstract should give your examiner a quick snapshot of your essay so that he can follow the direction you intend to take. Therefore he can get an idea of what to expect when reading your essay.

 It also enables your examiner to see that you have done some planning and that you know your essay well enough to be able to reduce all your information into its most important component parts.

 The IB Guide tells us that the abstract is…ALL OR NOTHING

 The ABSTRACT contains:’

1. THREE PARAGRAPHS
	1. **Paragraph ONE:**
		1. Statement of purpose
		2. Research question
		3. Thesis statement
	2. **Paragraph TWO:**
		1. Key points you intend to make
			1. Terms of measurement
		2. Sources used
			1. Include references to both primary and secondary sources
			2. Don’t list entire bibliography, use sources you used most frequently, those sources that show opposing ideas, represent a variety of media.
	3. **Paragraph THREE:**
		1. Findings
			1. You refer to your thesis
			2. Whether it is supported by your research (why/why not)
			3. Word count—NOT EXCEEDING 300 WORDS

Now, let’s look at some examples (Judging the Completeness of an Abstract)

 Note heading, title, and then the contents of the abstract (add word count to checklist)

Session 12: In the Lab

Set up a file named Extended Essay.

Save on: Flash Drive, personal computer, and on the server.

1. **TITLE PAGE**
2. Header--Page Number (click header; click page number—top right, then type Title of Paper, school #-student #)
3. Title (Times New Roman 12pt; double spaced): center of paper both ways; caps for all important words
4. Name Box: either text box or use tabs (bottom right, six lines, justify left margin, double spaced)
	1. Name
	2. School #-Student #
	3. Southeast High School
	4. Bradenton, FL, USA
	5. Subject Area (History, Film, Literature)
5. **TABLE OF CONTENTS**
6. Introduction
7. Argument
	1. Subtitle 1(indented one tab)
	2. Subtitle 2
	3. Subtitle 3
8. Conclusion
9. Bibliography

Check off format for each student by the end of the period.