

# The Research and Writing Process for the Extended Essay

## RESEARCH

### (JR YEAR) November – January

<b>Decide on a topic</b>	Be certain that it interests you and that you will be able to find information.
<b>Focus your ideas</b>	Decide what aspect of the topic you want to focus on. Keep your topic in your thoughts as you fall asleep.
<b>Search for sources</b>	Use the library, the internet, your parents, your teachers and any other source to help you find specific information on your topic.
<b>Choose your advisor</b>	Pick a teacher who can direct you to further sources. Any one teacher will only work with three students, so find your advisor as soon as possible.
<b>Formulate your research question</b>	Develop your thesis. This will articulate the direction that your paper will go.

### (JR YEAR) January – March

<b>Develop a working outline</b>	Show the major points that you will use in order to answer your research question. Your outline should become increasingly detailed as you continue to do your research.
<b>Assemble sources and record data</b>	Use your outline, note cards and other notes to organize your information. It is likely that you will have to reorganize your outline and possibly reformulate your research question.

# WRITING

## (JR YEAR) April - May

**Finalize your outline.** Organize ideas into sections. Develop topic sentences for each section. List the points that need to be addressed in each section. List the supporting details.

## (SR YEAR) May - August

**Write your rough draft.** Include your title page, abstract, contents, introduction, body/methods/results, conclusion, illustrations, appendix and documentation.

## (SR YEAR) August - September

**Revise and edit your rough draft** Check for smooth transitions between the sections. Make certain that you support your statements with evidence or quotations. Make sure the paper reads smoothly. CHECK SPELLING, GRAMMAR AND PUNCTUATION.

## (SR YEAR) September – October

**Proofread your rough draft** Read and reread your paper. CHECK YOUR SPELLING, GRAMMAR AND PUNCTUATION AGAIN. Do not look at it for a couple days, and then read it again. Correct errors and make awkward sections smooth.

End of October *Turn in your final copy !!!*

