

# 3.3

## Drafting and Preparing to Submit an Essay

### Stages of drafting an essay (from Chapter 3, pages 22–3)

Reading and understanding the question → identifying the relevant material → making an essay plan → writing a first draft → reviewing the first draft and writing a second draft → double-checking the administrative requirements of the essay → writing a final version.

### Checking your work:

- Have I answered the question? What is the question? What is my 'answer'?
- Have I used my own words? Can I express the various ideas and arguments myself?
- Have I shown use of social scientific skills such as handling theory and evidence, etc.?
- Does my assignment have a good structure? Is there an introduction, a main body with a series of logically organized points, supporting theory, evidence, etc.?
- Have I checked grammar, punctuation and spelling?
- Have I observed the word limit (where this is specified)?
- Have I followed the requirements for referencing?
- Have I followed the requirements for formatting, headers, etc.?