

ASSIGNMENT: FIRST DRAFT AND FINAL DRAFT

Good	Satisfactory	Weak	
			Thesis statement (idea, goal of paper) and Quality of thesis/goal
			Issues/Problems/Countries
			Follow rules of assignment?
			Quality/Quantity of Sources/Data used
			Mechanics: spelling, grammar, punctuation, proofreading
			Citations/Footnotes
			Positive response to suggestions given earlier
			Overall

Checklist for Final Draft

I strongly suggest you use this checklist as a guide for the final draft. Although the points I stress here may not be sufficient for a good grade, I think they are helpful.

1. Think about what is original in your work, what is your contribution. You should not just repeat what others have said. On the other hand, if you want to make a point, make sure you have enough evidence to defend it objectively.
2. Think about your audience. Any economics classmate of yours should be able to read and make sense of your paper. If you find your own paper boring or uninteresting, chances are other people will too!
3. Does your paper consist of 10-12 pages with additional graphs/charts?
4. Have you labeled sources of data under the graphs/charts?
5. Make sure ALL your claims are backed by data and economic analysis.
6. Make sure you do not use any terms you have not defined.
7. Remove unnecessary value judgments.
8. Do you have AT LEAST three academic journal references?
9. Make sure all your sentences have a subject and a verb. Read them out loud to make sure they make sense! Are the tense and person of all the verbs correct?
10. Have you referenced all the data and citations? (Use footnotes!)
11. Do your references follow the Chicago Style? (Yes, there is a format for internet documents!)

12. Include page numbers (remember the paper must be 10-12 pages long!).
13. Run the spell checker!!
14. Are you submitting a polished version of your paper, taking into account the remarks and comments made on the previous assignments?
15. Have you made a copy of everything you are submitting for your own records?
16. Turn in all assignments (1 through 4), and staple them with the final report on top. Failure to do so will result in a penalty of 10% of the grade.

Suggestions and WRITING TECHNIQUES.

17. The following are some common problems of students' reports:
18. 1. The paper lacks focus and is not well organized. A major reason why this happens is that students cannot decide on THE most important message that they want the readers to get from the report. This leads to the importance of a **thesis statement** – make sure it is included in the introduction. Examples of thesis statements from people who have taken this course earlier:
 19. **I intend to demonstrate that changes to A's overall tax policy resulted in lower corporate income tax rates which negatively affected service trade and the service sector between A and the rest of the world.*
 20. ** The introduction of new technology and government trade policies in the –X trade between A and B between 1985 and 2005 has favorably affected A's producers of X.*
 21. **This paper will assess the effects of a free trade agreement on A's ----- industry, specifically addressing three points: how -----imports from B as a proportion of A's total ----- imports have increased, how a greater proportion of exports of ----- from A are shipped to B, and how A's producers have been or will be affected by the free trade agreement.*
 22. **In this paper, I will focus on the effects of these ongoing disputes on the ----- producers in A. I will show that A's producers are being hurt by these disputes in several ways: by mills closing, unemployment increasing in the industry, and imports from B remaining high. I will show how A's producers were affected during each of the trade disputes. A and B's unremitting trade dispute over ----- has led to the demise of the ---- producers in A.*
 23. **In this paper I will demonstrate that A has increased its exports of ----- to B under free trade more successfully than has C by achieving a post-free-trade-agreement average export growth rate twelve times higher than its pre-agreement rate compared with C, and by merely tripling its growth rate in the same period and that this is due specifically to the A-B Free Trade Area and A's skilled-labor-abundance in the labor-intensive ----- industry.*
24. 2. There are not enough analyses and explanations in the report. Many times students state some ideas or conjectures without explaining step by step the logic behind these. Please guide the readers through your arguments carefully to make sure that they understand the arguments.
25. 3. The use of quotations to substitute for the explanations. A common mistake students make in their reports is that they use quotations from textbooks or articles AS the arguments. It is acceptable for students to use some ideas suggested by others, yet students should try to explain the ideas in their own words and should not simply copy the quotations without their own explanations. The total number of quotations in a paper should be limited; they should be used to highlight a particular idea or show its importance. Make sure your entire written

script is not just quotes. Generally, quotes should not be more than 10% of the entire script.

26. 4. A lot of grammatical and spelling errors in the report. To avoid these errors, students should ask someone who is good in composition to proofread their reports. Students should also use the many writing services available on campus to get advice on correct grammar usage.
27. 5. Confusing cause with effect. Another common mistake is not recognizing that an apparent cause of something might instead be an effect of that something. You should give evidence of the cause or effect or acknowledge that the evidence of causality here is not clear.
- 28.
29. We suggest you use these techniques:
30. 1. The use of graphs, tables and charts. Whenever possible, try to use these to summarize the statistics used in the report, and try to use graphs to summarize some of the economic arguments used (e.g. shift in supply and demand, effect of government policies on trade, etc.).
31. 2. The use of footnotes. There may be some arguments that are interesting and yet do not fit into the report very well; a possible strategy is to present these arguments in a footnote.
32. 3. A good "Introduction" and a good "Conclusion". A good "Introduction" can compel the readers to continue reading the report with enthusiasm. Students should try to state clearly and precisely the issue that is addressed in the report, explain why the issue is interesting and/or important to the readers, and give the readers some hints about the major conclusion that is obtained in the report. A good "Conclusion" should remind the readers of THE most important message of the report and why it is interesting and/or important to the readers.