



# 4-H Briefs

Fun ideas to help members and families explore 4-H projects

Oklahoma Cooperative Extension Service 4-H Youth Development

## Final Draft

### FOCUS:

*Communication-* exchange of thoughts, information, or messages through writing.

### LEARNER OBJECTIVE:

Completing the final draft of a research paper

### BACKGROUND:

After you have completed the rough draft, including sources, you are ready to write the final draft of your paper. The final draft should be free of punctuation and spelling errors. It should be a well-developed paper of 3 to 5 typed pages.

Your paper should be very neat, with 1-inch margins on all sides and double-spaced text.

### The final draft should include the following parts:

*Title Page* (title of your paper, your name, and the date)

*Outline*

*Text of the Paper*

*Works Cited Page* (list of your sources)

### MATERIALS:

- Gathered information
- Rough draft
- Computer

### PROCEDURE:

Prepare the final draft of your paper. Check for punctuation and neatness and be sure to follow the guidelines listed above. Now would be a good time to check your paper for spelling errors. If using a computer use the spell check function, but also read it closely, don't just rely on the spell check function. After you have finished the final draft and you are certain it is error-free, give a copy to your teacher or 4-H Club leader.

Congratulations, you have just completed writing your research paper!

### PIECING IT TOGETHER:

Think about how much you have learned about conducting research and writing about the information you gathered. Type a one-page summary on your feelings and thoughts about this project. Think about everything you have learned, the problems you may have encountered and what you did to overcome them. Also discuss what it felt like when you had completed the final draft.

### TRY THIS:

Research another topic or expand on the topic you just completed and write another documented essay or paper. Follow the same guidelines for preparation you learned in this unit.

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