### Brainstorming your Ideas

Now that you have made research using reliable sources and started reading on your topic, let us brainstorm your ideas. Such a technique implies writing down any thought that comes to your mind in relation to a topic. It increases a person's creativity, thinking and productivity, and helps him/her to generate ideas and find appropriate solutions to problems (Al-Samarraie & Hurmuzan, 2018; Furnham, 2000). Brainstorming, especially between group members, relies on discussion. The latter, even if based on disagreement, is considered important by Rahmat (2020). The author believes that when a member defends an idea rejected by the other members, who in turn will reflect on it in order to agree or disagree, it opens room for critical thinking.

## Practice:

What are the different ideas that come to your mind about the topic you have chosen? Gather with your study group, brainstorm your thoughts by giving your opinion, and then write them down.

### Outlining

If your mind is bowling, you want to include so many elements in your extended essay, and you do not know where to start, it is normal. Let us structure things out. All you have to do is to organise your ideas by eliminating the irrelevant ones, keeping the important ones, and structuring them in the form of an outline (Hung & Van, 2018).

As far as the structure of your extended essay is concerned, it should include:

* + An introduction
	+ Titles
	+ Sub-titles (if your title contains many details, you can divide it into at least two sub-titles)
	+ A conclusion
	+ A list of reference

## Practice:

With your study group, write the outline of your extended essay.

### Developing your Ideas

Now that your ideas are structured and you know what you are going to include in your extended essay, it is high time to start developing them. In this phase, you will start thinking about:

* + an introduction that would introduce your topic and the main idea you will tackle.
	+ titles and sub-titles that would include paragraphs. Each paragraph would be composed of a topic sentence, supporting sentences, and a concluding sentence.
	+ a conclusion that would comprise a summary of the key points discussed in the extended essay.

### Avoiding Plagiarism

The problem is that you have found books, research papers, and reports with many names and dates that you will need in order to explain your topic and support your arguments. What will you do in this case? Are you going to copy them as they are and paste them into your essay thinking that they are your own words/ideas? If you have thought of doing so, you will fall into a **DANGEROUS** practice called **PLAGIARISM**. Do not worry; I have a solution for you. You can cite an author by **quoting**, **paraphrasing, or summarising**. This would demonstrate your efforts as a

reader, writer, and even researcher; highlight the source from which you obtained the information mentioned, and allow the reader to verify its reliability and deepen his/her knowledge on the subject area. Bear in mind that in research, you are not allowed to give your personal opinion (Bak, 2003; Bailey, 2011). All what is mentioned in your extended essay must be supported with evidence.

Before diving into details into each step, here are some citation rules advocated by WHO (2010), Bowker (2007), and Markowski (2019) that you have to bear in mind:

* + While citing (quoting, paraphrasing, or summarising), you can use what we call a narrative citation by saying: Brown (1994) advocates that, or a parenthetical citation which comes at the end of the sentence and is written between parentheses like (Brown, 1994)**.**
	+ If you have two authors, you should use ‘and’ in the narrative citation: Bouziane and Zyad (2018) declare that and ‘&’ within the parenthetical citation (Bouziane & Zyad, 2018).
	+ If you have more than two authors, you should write only the family name of the first author and add et al. to mean ‘and the others’: Brown et al. (1997) state that. However, in the parenthetical citation, you have to add a comma (Brown et al., 1997).
	+ If your found many sources with similar information, you can mention them in the parenthetical citation and separate the sources with ‘;’ (Brown et al., 1997; James, 2016).
	+ While reading a book/article, you found an author/researcher who cited another person. In this case, will you cite the first author or the second one? In research, such sources are secondary sources. Preferably, you should go back to the original source, called primary source, and cite the first author(s). However, if this source is not available, you can use the family name of the first author, mention the year of publication of the book/article, and add "as cited in" before the secondary source: Brown (2007, as cited in Johnson, 2012) (Bowker, 2007).
	+ When reading a given passage that you are going to cite, try to be reflective in your writing. In other words, do not take what you read for granted, but rather be a critical thinker and analytical in your writing so as to make meaning out of it. Doing so leads to the construction of creative links between ideas (Jasper, 2005).