

4 Checklists for Economics Internal Assessment – Read Carefully!

Checklist 1: ‘Do and Don’t’ for Economics IA

6 – Criteria

- (45 marks total)
- 14 per IA + 3 for rubric
 - Criterion A: Diagrams 3 marks (20%)
 - Criterion B Terminology 2 marks (13%)
 - Criterion C Application + Analysis 3 marks (20%)
 - Criterion D Key Concept 3 marks (20%)
 - Criterion E Evaluation 3 marks (20%)
 - Criterion F: Rubric 3 marks (7%)

HL + SL

Do.....

Economics IB Internal Coursework
HL + SL

Don'T.....

- ✓ Each commentary must be no more than 800
- ✓ Label your diagram(s) expertly (each label can have 5 words excluded from the word count)
- ✓ Use clear titles (underlined) for your diagrams/tables. 10 words excluded from word count for each diagram/table. Each label can have up to 5 words e.g. UK Price Level on Y-Axis.
- ✓ Use numbers for your diagrams if you have more than one e.g. Fig 1...
- ✓ Insert page numbers into the commentary as this may help the reader to follow your work. You can also cross reference from one page to another to help the reader follow your thinking! E.g. This point was explained above (page 2) but it is worth noting...
- ✓ Refer to exact points in your diagram(s) in the commentary. This can be important in order to gain top marks in criteria A, C, D and possibly E.
- ✓ Footnoting: Put the title of the Extract, the source of the extract, the date and the page number of the extract. This is **NOT** in word count. See webnote 512.
- ✓ Do include all quotes and definitions in your word count
- ✓ Once again you can use 5 words for each diagram label and 10 for diagram/table titles. Underline titles with bold print and use a larger font for the title.
- ✓ Be sure to let the reader know where your analysis starts in your diagram. This is important if the diagram has multiple pieces of data e.g. This analysis commences at E1 on AD 2 which represents...
- ✓ Highlight with a suitable colour pen the exact area of the extract (parts of the article upon which you focus) if you are not using the whole article or simply BOX the parts of the article used. Highlight quotations and any paraphrases.
- ✓ It is a good idea to refer to the source of the article (e.g. for development where was the article published as this may influence your evaluation!
- ✓ Quote (or paraphrase) from the extract if necessary but do so briefly. Remember the quotation is included in the word count
- ✓ Complete the 3/CSE form (webnote 516) and the ISD Coverage for each commentary (webnote 517).
- ✓ Diagrams are **NOT** included in the word count. (see wordcount restrictions above).
- ✓ Use a variety of sources for your coursework. 3 different sources is vital. Try and vary the geographical regions used.
- ✓ Presentation is important; use electronic diagrams that relate directly to the article.
- ✓ You must read and use assessment criteria A, B, C, D and E... and F. Review webnote 511.
- ✓ Title for each commentary = title of article. (Not included in wordcount)
- ✓ Number each page of each IA-including the article. Helps with your referencing and highlighting to the reader which exact part of the article you are using!
- ✓ 1.5 or double spacing - 12 font point - no name or examination number should be on any document submitted. Use your 'gdp' number to identify your work!
- ✓ Take time to complete webnote 511 for each of your commentaries. This is the self assessment webnote we used in class and may help you to make one or two final improvements! Using webnote 502 should give you final score out of 45.
- ✓ After completing 511 then you can use webnote 502 'IA Matrix' to estimate your final grade...if you do this well you should be quite near to your actual IBO grade!
- ✓ Check each paragraph to make sure that the 1st sentence clearly tells the reader what the paragraph is about. This is important.
- ✓ When using your diagrams be sure to let the reader know where the analysis commences. E.g. This analysis commences at point e2 in figure 1 where...

- ☒ Do not Make an error on the word count....
- ☒ Do not exclude quotes and definitions from your word count
- ☒ Do not put quotes and definitions in your footnotes
- ☒ Avoid theoretical errors e.g. incorrect use of a diagram
- ☒ Avoid spelling mistakes
- ☒ Do not forget to put a full title and label each diagram expertly using references to the article where possible
- ☒ Do not forget footnotes are not included in the word count
- ☒ Do NOT Put your examination number or your name on any Commentary or documentation. Use the 'gdp' number as indicated on the 3/CSE form.
- ☒ Do not forget to include the complete extract/article and the date and source should be visible. (See ISD Coverage webnote 517)

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Checklist 2: Presentation

A) 2 sample structures for your IA

Model 1:

- A) Intro: 1 paragraph. Make key concept connection.
- B) Link article/extract to the theory. Address key concept. + Evaluate as you write 2-4 paragraphs
- C) Address key concept + brief Evaluation
Make Decision/Judgement
1 paragraph

Model 2:

- A) Intro: 1 paragraph. Make key concept connection.
- B) Link article/extract to the theory
2-3 paras. Address key concept.
- C) Address key concept + full Evaluation
Make Decision/judgement
1-2 paragraphs

B) Referencing/footnotes:

- Use MLA or footnotes
- Footnoting guidelines explained in Webnote 512:
First time you footnote use Title + source + date + page (handwritten on extract)
- Use "ibid p #" after you footnote the first time. Thereafter use ibid and put in any change in page number

C) Article, graphs and paragraphs:

1) Extracts/article:

- 'box' them: highlight the quotes that are important
- highlight in **bold** key economic terms that you are using in your commentary
- quote from them- short quotations and/or paraphrase
- use the data in them (statistics, prices, etc) in your commentary/graphs
- **Submit** Identical electronic + hard copies of your Portfolio

2) Graphs:

- Full and complete titles on graphs highlighting what you want 'to show' in the graph. Use larger font, bold print and increase the font size for titles. Underline graph titles. Avoid using graph legends, just label each axis and the key points in the diagram.
- When using your diagrams be sure to let the reader know where the analysis commences. E.g. This analysis commences at point b in figure 1 where...
- Use of graphs. Refer to x and y axes where possible or exact points inside the axes. Use relevant data/information from your article to label your graphs/tables.

3) Sentences/ Paragraphs

- **'Poor Sentences'**: This is a common error/weakness. Try and check your IA for 'poor sentences' that do not make sense. Remember short and concise sentences are best.
- **1st Sentence**: Be sure to improve the 1st sentence in each paragraph (take a look at the note at the bottom of page 4)
- **Final Sentence**: This is the second key sentence of the paragraph when you confirm the main idea of the paragraph. The final sentence of the commentary has a clear decision/judgement e.g. The decision by the government to raise interest rates is ultimately justified.

D) Commentaries: key reminders that can be mentioned in your commentary

- Why you selected the news article (possibly refer to key concept)?
- Refer to key words in your commentary e.g. An evaluation of how economic theory applies to this story indicates....
- Use a simple ABC Structure: Intro + analysis/links/key concept + evaluation.
- Remember criteria A, B, C, and D (key concept) require you to explain. Criterion E requires you to give your opinion as an 'economist'. Consider yourself a "referee" and you need to make an expert judgement/decision on the article/extract. Make a comment on the article in terms of one or more of the following: Some possibilities here are:
 1. how does the economic theory work?
 2. what is the theoretical view of the story in the article? Does the theory explain the events in article?
 3. comment on the story. Is the event well managed? Is there something for government or the regulator to do or something not done well?
 4. How are the key stakeholders affected? Prioritize those who are affected. E.g. The stakeholder most affected by the price control was
- 'E': does economic theory + concepts explain the story from an economic perspective. Can you make economic based comments on the article...focus on quotations here!
- look at top marks requirement for each of the criteria A-E. See the self- assessment form on the website (webnote 511)

E) Final submission:

Electronic complete abc in item 5 below. Hard copy complete abcd (e, optional)

1. Use page numbering on **ALL** pages. This will help you to cross reference from page to page. This can be very useful when you refer the reader directly to the article.
2. use 1.5 **or** double spacing. No name should appear on any part of your IA.
3. In the IBO/CSE form be sure to enter the full source url for each of your articles.
4. For each IA submission: Heading on each = Title of news article (not in word count)
5. Electronic Copy: Submit separate pdf for each commentary as well as the 3/CSE form so you will submit 4 files in total. A copy of the CSE form is available on the IA webpage i.e. complete webnote 516. Be sure to use your personal code to identify your work. All PDF files should include items a,b and c in Item 5 below.
6. Hardcopy only: Each commentary should be presented/bound with front + back cover. Print single sided only. Use following guidelines: a,b,c,d and e.
 - a. ISD Coverpage
 - b. Article/extract
 - c. Commentary (arrange in syllabus cycle i.e. micro-macro-trade-development)
 - d. 511 self assessment for each IA (**hard copy only**)
 - e. (optional) 502 submit fully completed as last page of portfolio. (**hard copy only**)

F) Wordcount: what is not included:

1. Title of article as header for each commentary
2. Acknowledgements
3. Contents page
4. Diagrams
5. Labels - of 5 words or fewer for **each** label e.g. label on Y-axis = up to 5 words
6. Headings on diagrams - of 10 words or fewer. More than 10 then add to your wordcount.
7. tables of statistical data
8. Equations. Formulae and calculations
9. References: footnotes or endnotes (out of text referencing)
10. Citations: in text citations. See latest MLA version.

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Checklist 3: Criteria

Criteria Specific reminders (45 marks total for 3 commentaries) See webnote 511 for further advice for each criterion.

A) **Diagrams (3 marks) (9/45 marks = 20%)**

(see webnote 97 re 'best answers' please for some key reminders here!)

- Are your diagrams electronic?
- Underline all titles in diagrams (and article title), in bold print and in a larger font e.g. 14
- Are your diagrams explained effectively showing link between theory and article?
- Did you explain the diagram effectively? (watch out for spelling and grammar)
- I have referenced my quotes appropriately and counted the quotes in the word count
- Have you connected the article with the diagram e.g. using a price or some content on your labels/titles of your diagrams.
- Useful to use the words '...to show...' in your diagram to show exact purpose of diagram.

B) **Terminology (2 marks) (6/45 marks = 13%)**

- Does each commentary consistently show appropriate use of economic terminology/vocabulary?
- Have you used terms correctly?
- Have you defined the key 2-3 terms in your introduction?
- Define key terms or lose marks!
- Avoid listing definitions in your introduction. Define terms as you use them is a good approach.

C) **Application + Analysis (3 marks) (9/45 marks = 20%)**

- Does Economic theory links/connects with extract?
- Did you use the diagrams to make clear links with the theory and explain these links effectively to the reader?
- Did you quote (2-3 times) and/or use exact data from the extract to demonstrate the link?
- Does the commentary establish clear **links** with the syllabus and the study of economics? Theory links/connects with extract. Use quotes and/or paraphrasing to do this. Clear evidence of using the article as a resource is needed.
- Theory is used to explain issue in extract. Here make sure that there are direct links between the diagrams/tables and the commentary you have written. This will help to make your analysis coherent and effective.

D) **Key Concept (3 marks) (9/45 marks = 20%)**

- Use webnote 527 to see what the IBO writes about the key concepts. Study (and maybe use in your commentary) carefully the language that is used for each key concept.
- Put the key concept in **BOLD** print when you refer to it in your IA.
- Be sure to introduce the key concept (use the words 'key concept') in your introduction explaining it's relevance.
- Follow up with the key concept throughout the commentary as this is the main theme that you use to connect the article with the economic theory.
- It might be an idea to identify whether economic theory provides a solution to the issue of the key concept e.g. sustainability, economic theory clearly explains the issue of sustainability in terms of market failure and recommends some clear solutions to the problem caused by sustainability issues such government using a carbon trading scheme to regulate the carbon emissions and encourage polluting firms to seek cleaner technology causing less damage to the environment.

Application and analysis of economic concepts and theories (3 marks)

E) **Evaluation / judgement (3 marks) (9/45 marks = 20%)**

- Does the article highlight some limitations of economic theory?
- Does the commentary provide **insights** into how economic theory can be used to analyse / understand events in the real world?
- Has economics allowed an effective investigation of the story in the extract?
- Does the evaluation use the appropriate techniques relevant to economics such as long run versus short run; stakeholders; prioritize the points you have made when assessing the theory or advantages and disadvantages?
- Have you used evaluative language? E.g. However, therefore, although, but, nonetheless, furthermore, **when evaluating economic theory**, "An economist would suggest that...."
- Did you quote or use appropriate evidence from the extract here?
- Be careful here that your evaluation does not turn out to be a conclusion!
- How would you "referee" the story? Is the protectionism justified? Does the indirect tax work? Etc..
- There is a new focus on "judgement".... This allows you to consider the story in the article. Use this question to guide you...does the story make sense from the point of view of the economist?
- If an economist was asked to referee on the story then what would he/she say?
- Make a decision on the action taken in the article.

F) **Rubric (3 marks) (3/45 marks = 7%)**

- Students must produce a portfolio of three commentaries. Each commentary must not exceed **800** words.
- Each article must be based on a different section of the syllabus.
- Students must use a different source for each commentary. Include the **access date** if from the Internet.
- Articles must be about current events and these must be published no earlier than **one year** before the writing of the commentary.
- Does the portfolio cover **3** different sections of the economics syllabus?

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Checklist 4: General Checklist

| Checklist Reminders – Basics | Have done! |
|---|-------------------|
| Read the list below and apply where relevant to all 2 IA's. | |
| I have used the standard cover page available on the economics website and the IB CSE cover page is fully completed. | |
| I have completed all relevant details on the ISD cover page | |
| I have highlighted the area of the extract that I am using for the commentary (if I'm not using the whole article) | |
| The article is from a different news source than my previous articles | |
| This commentary still allows me to meet the rule about focusing on 3 sections of the syllabus | |
| The word count is max 800 words, excluding footnotes (they are very strict about this!) | |
| My diagrams have a clear title that explains CLEARLY what the diagram is about | |
| If more than 1 diagram is used, I have given each diagram a number (eg Fig. 1) | |
| Diagrams are electronically drawn | |
| Diagrams are NOT included in the word count | |
| There are no spelling errors in my commentary | |
| I have checked the grammar and proofread my work | |
| I have included at least 4 relevant (and brief) quotes | |
| Quotations are included in the word count. | |
| My quotes are referenced- see referencing above in relation to footnotes or possibly in text referencing. | |
| I have included the original extract, with a clearly visible date | |
| I have used the assessment criteria to self-assess my work before submitting it- web 614 | |

| Checklist focusing on the structure | Have done! |
|---|-------------------|
| At least 2-3 key terms have been defined with examples that relate to the article (usually in the introduction. After this define/explain terms as you use them) | |
| My commentary contains well used economic vocabulary | |
| I have made a direct reference to the article in the first paragraph | |
| My introduction contains a very brief overview of my approach (process) with a clear connection to the chosen key concept | |
| My examples give a clear impression of what the article is about | |
| Diagrams are fully explained with references to labels (x and y axis) and other key parts of the diagrams | |
| Diagrams explanations connect to the article | |
| I have used the diagram(s) to model theory from the article showing how the theory connects to the article content | |
| I have used the diagram(s) to model solutions if possible | |
| I have used evaluative language...however, therefore, although, but, nonetheless, furthermore, when evaluating economic theory | |
| My evaluation focuses on whether economic theory works in the real world. This is an optional comment you can make. | |
| My conclusion contains a decision/judgement about whether the economic theory is valid + I have carefully addressed the key concept introduced in the introduction of the commentary. | |

Finally....last comment!

Try and check your 1st sentence in each paragraph (inset paragraphs) and make sure that it clearly states the purpose/argument of the paragraph. The 1st sentence in a paragraph is the most important sentence as it guides the readers understanding of what follows in the paragraph.

The 2nd most important sentence is the last sentence as it concludes your argument and possibly tells the reader what is coming next unless it is the last sentence of your **800** word commentary when you clearly state your 'Judgement' in relation to the action taken/described in the newspaper article.