



Certificate Course

On

Course Name: A Comprehensive Guide to Essay Writing

Course Code: CC13/20/1/CGEW

Organised by

IQAC, Al Ameen Memorial Minority College

AL AMEEN MEMORIAL MINORITY COLLEGE

Jogibattala, Baruipur, Kolkata-700145

Phone No.: (033) 2437 0111

Email-alameenmemorial@gmail.com

Website: alameenmemorial.org

Add on Course Organising Committee

Patron	: Dr. Nurul Haque, Principal, Al Ameen Memorial Minority College
Course Co-ordinator	: Prof. Matin Ahmed
Members	: Prof. Sayera Begum, Prof. Dipankar Manna, Prof. Sk Asgar Ali, Tazuddin Ahmed, Benajir Khatun, Asadulla Khan
Faculty Member	: Prof. Tania Khatun

Course Name	: A Comprehensive Guide to Essay Writing
Course Code	: CC13/20/1/CGEW
Course Duration	: 6 Month (January to June)
Date of Application	: 1 st Week of January
Class Start	: 1 st Week of February
Course Fees	: No fee is required for the course
Eligibility	: Students of UG level of our College
Mode	: Blended Mode
Seat Limit	: 50
Course Duration	: 30 Hours in 6 Month
Class Day	: Every Sunday
Class Time	: 11 A.M. to 1:30 P.M.
Examination Time	: 1 st Week of June
Result Publication	: 3 rd Week of June
Certificate Issued	: 3 rd Week of June

Methodology

- Theoretical and Practical Approaches.
 - Experience sharing
 - Students' Seminars
 - Project Work

Course Outcome

This course aims to equip students with the necessary skills to communicate confidently and effectively in essay writing across various personal and professional contexts.

Course Name: A Comprehensive Guide to Essay Writing

Course Code: CC13/20/1/CGEW

Overview of the Syllabus

Class Duration: 4 hours for each module

Module 1: Introduction to Essay Writing:

Understanding the purpose and importance of essays.

Overview of different types of essays.

Basic structure of an essay: Introduction, Body, Conclusion.

Module 2: Choosing a Topic:

Techniques for brainstorming essay topics.

Narrowing down broad ideas into manageable topics.

Selecting a topic that interests both the writer and the audience.

Module 3: Research Skills:

Introduction to effective research methods.

Utilizing credible sources and avoiding plagiarism.

Note-taking strategies for gathering relevant information.

Module 4: Crafting a Thesis Statement:

Defining a clear and concise thesis statement.

Identifying the main argument or claim of the essay.

Strategies for refining and strengthening the thesis statement.

Module 5: Structuring the Essay:

Developing an outline to organize ideas logically.

Creating coherence and flow between paragraphs.

Techniques for writing effective introductions and conclusions.

Module 6: Writing the Introduction:

Components of a compelling introduction.

Grabbing the reader's attention with a hook.

Articulating the thesis statement and providing context for the essay.

Module 7: Building the Body Paragraphs:

Structuring topic sentences to guide each paragraph.

Providing evidence, examples, and analysis to support the argument.

Incorporating smooth transitions between paragraphs.

Module 8: Writing the Conclusion:

Summarizing key points and restating the thesis.

Reflecting on the significance of the argument.

Offering suggestions for further research or implications of the essay's findings.

Module 9: Revising and Editing:

Strategies for self-editing and peer-review.

Checking for coherence, clarity, and consistency.

Polishing grammar, punctuation, and style.

Module 10: Finalizing the Essay:

Formatting the essay according to academic standards.

Creating a title that reflects the content of the essay.

Reviewing the entire essay for a final quality check.

Gradation: A=50-60%

A+=60-70%

O=70-100%

Assessment and Certification:

Theory and practical examination after each module.

Final Project: Solving a real-world computer-related problem.

Course completion certificate.

The examination pattern and marks distribution for the Add On Courses

Total Marks : 50 Marks

Theory Exam : 30 = i. Multiple-choice questions (MCQs) : 30 marks (2marks for 15 questions)

ii. Project report / Presentation : 10 marks

iii. Internal Assessment : 10 marks

This distribution allows for evaluating both theoretical knowledge and practical skills, along with assessing the student's consistency and engagement throughout the course.