

AL AMEEN MEMORIAL MINORITY COLLEGE

Jogibattala, Baruipur, Kolkata-700145

Email: alameenmemorial@gmail.com



ADD ON COURSE

Course Name : A Comprehensive Guide to Essay Writing

Course Code : CC13/20/01/CGEW

Session : 2019-2020

Department : IQAC

Course Co-Ordinator : Prof. Matin Ahmed

Attendance Sheet of Students

Sl. No.	Student ID	Registration No	Student Name	2/2	7/2	16/2	22/2	28/2	15/3	22/3	29/3	5/4	12/4	19/4	25/4	03/05	10/05
1	20G623	536-1211-0185-20	YEASMINA KHATUN	a	P	P	a	P	a	P	P	P	P	P	P	a	P
2	20G582	536-1211-0186-20	AFRIDA KHATUN	P	P	P	P	a	P	a	a	P	P	P	P	a	P
3	20G590	536-1211-0188-20	MOUSUMI MAL	P	P	P	P	P	P	P	P	P	P	P	P	a	P
4	20G581	536-1211-0189-20	AFROJA KHATUN	P	a	P	P	P	P	a	P	P	P	P	a	P	a
5	20G328	536-1211-0192-20	RAKIBA SULTANA	P	P	P	P	a	P	a	P	a	a	a	a	a	a
6	20G438	536-1211-0197-20	MST SAHANUR MOLLA	P	P	P	P	P	P	P	P	P	P	P	a	a	a
7	20G223	536-1211-0198-20	NAYNA KHATUN	a	P	P	P	a	P	a	P	P	P	P	P	a	a
8	20G027	536-1211-0202-20	MASKURA KHATUN	P	a	a	P	P	P	P	P	P	P	P	P	a	a
9	20G059	536-1211-0203-20	RUBINA KHATUN	a	P	P	P	P	a	P	a	P	P	P	P	a	P
10	20G130	536-1211-0204-20	SALMA KHATUN	a	P	P	a	P	a	P	P	P	P	P	a	a	P



Principal
Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kol-145

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1	20G419	536-1211-0205-20	MAFUJA KHATUN	a	P	P	a	P	a	a	P	P	P	P	a	P	P	a	Madhira Khatun
2	20G516	536-1211-0207-20	SAHINA KHATUN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sahina Khatun
3	20G574	536-1211-0212-20	TAMANNA KHATUN	P	a	P	P	P	P	P	P	P	P	P	P	P	P	P	Tamanna Khatun
4	20G648	536-1211-0213-20	MUSKAN KHATUN	P	a	a	P	a	P	P	P	P	P	P	P	P	P	P	Muskan Khatun
5	20G387	536-1211-0214-20	SALMA KHATUN	P	P	P	a	P	P	P	P	P	P	P	P	P	P	P	Salma Khatun
6	20G258	536-1211-0217-20	RUBINA KHATUN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Rubina Khatun
7	20G092	536-1211-0227-20	SUHANA KHATUN	a	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Suhana Khatun
8	20G271	536-1211-0230-20	RINA KHATUN	P	P	a	P	P	P	P	P	P	P	P	P	P	P	P	Rina Khatun
9	20G036	536-1211-0231-20	MUSAMAT SUMAIYA KHATUN	P	a	P	a	a	a	a	P	P	P	P	P	P	P	P	Musamat Sumaiya Khatun
10	20G097	536-1211-0233-20	SABNAM KHATUN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sabnam Khatun



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1	20G616	536-1211-0235-20	SAJIDA KHATUN	P	a	P	a	P	a	P	a	P	a	P	a	P	a	P	Sajida Khatun
2	20G120	536-1211-0237-20	SABANA KHATUN	P	a	P	P	P	P	P	P	P	P	P	P	P	P	P	Sabana Khatun
3	20G033	536-1211-0239-20	SALMA KHATUN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Salma Khatun
4	20G102	536-1211-0244-20	AMISHA KHATUN	a	P	a	P	P	P	P	a	P	a	P	a	P	P	P	Amisha Khatun
5	20G119	536-1211-0245-20	JASMINA KHATUN	P	P	P	a	a	a	P	P	a	P	a	P	a	a	a	Jasmina Khatun
6	20G078	536-1211-0247-20	TAHERA KHATUN	P	P	P	P	P	a	P	P	P	P	a	P	P	a	a	Tahera Khatun
7	20G644	536-1211-0251-20	MORJINA KHATUN	a	a	a	P	P	P	P	P	P	P	P	P	P	P	P	Morjina Khatun
8	20G504	536-1211-0252-20	TABASUM KHATUN	a	P	P	P	P	P	a	P	P	a	P	P	P	P	P	Tabassum Khatun
9	20G503	536-1211-0253-20	SHAHINA AKHTAR	P	P	P	a	P	P	a	P	P	P	a	P	P	a	P	Shahina Akhtar
10	20G371	536-1211-0254-20	MUMTAHANA KHATUN	P	P	P	P	P	a	P	P	P	P	a	P	P	P	P	Mumtahana Khatun



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1	20G305	536-1211-0255-20	JAINAB FATMA	P	a	P	a	P	P	a	P	P	P	P	a	P
2	20G603	536-1211-0256-20	TAHERA TABASSUM KHATUN	P	P	P	a	P	P	P	a	P	P	P	P	P
3	20G394	536-1211-0260-20	NUSRAT JAHAN	P	P	P	P	P	P	P	P	P	a	P	P	P
4	20G304	536-1211-0262-20	SIMMI KHATOON	P	P	a	P	P	P	a	P	P	P	P	a	a
5	20G236	536-1211-0265-20	AJMIRA KHATUN	a	P	P	a	P	P	P	P	P	P	a	P	P
6	20G312	536-1211-0267-20	MARUFA KHATUN	a	a	P	P	P	P	P	a	P	P	P	P	P
7	20G514	536-1211-0271-20	MUKTAKINA PAILAN	P	P	P	P	a	P	P	a	P	P	P	P	P
8	20G196	536-1211-0272-20	SAHANARA KHATUN	P	a	P	P	P	P	P	P	P	P	P	P	P
9	20G418	536-1211-0275-20	MUSARAT KHATOON	P	P	a	P	P	P	P	P	P	P	P	P	P
10	20G517	536-1211-0276-20	TANJILA KHATUN	P	P	P	a	P	P	P	P	P	P	P	P	P



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1	20G199	536-1211-0280-20	MARUFA KHATUN	A	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P
2	20G181	536-1211-0282-20	SABNAM KHATUN	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P
3	20G642	536-1211-0284-20	SABANA KHATUN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	20G552	536-1211-0286-20	JASMIN PARVIN KHATUN	A	P	A	P	P	A	A	P	P	P	P	P	P	P	P	P

Marufa Khatun
 Sabnam Khatun
 Sabana Khatun
 Sabana Khatun

(Signature)

Principal
 Al-Ameen Memorial Minority College
 Jogibattala, Baruipur, Kol.-145



AL-AMEEN MEMORIAL MINORITY COLLEGE
Geo- tagged photographs on Value-Added Courses



*Examination on A Comprehensive Guide to Essay Writing
on 05th March, 2020*



Principal
Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kol-145



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

Principal

Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kol.-145



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.



Principal

Al-Ameen Memorial Minority College
Jogibetala, Baruipur, Kol.,-146



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.

Al Ameen Memorial Minority College
Jogibattala, Baruipur, Kolkata-700145

Add On Course

Time-table-2019-20

Sl. No.	Course	Course Code	Organized / Department	Session	Course Time	January to June		July to December	
						11:00 to 1:30	2:00 to 4:30	11:00 to 1:30	2:00 to 4:30
1	Tailoring & Dress Designing (Advanced Diploma Course)	ADTDD	NSOU	2019-20	JULY			SD/SSM	
2	Tailoring & Dress Designing (Advanced Certificate Course)	ACTDD	NSOU	2019-20	JULY			SD/SSM	
3	FUNCTIONAL ARABIC DIPLOMA	FADC	NCPUL	2019-20	JANUARY	SH/AAK			
4	VOURSE	ALCC	NCPUL	2019-20	JANUARY	SH/AAK			
5	ARABIC LANGUAGE CERTIFICATE COURSE	UD	NCPUL	2019-20	JANUARY	AAK/SH			
6	DIPLOMA IN URDU	CABA-MDTP	NCPUL	2019-20	JANUARY	SRS			
7	Diploma in Computer Applications, Business Accounting and Multilingual DTP	CC10/19/2/CWCS	ENGLISH & IQAC	2019-20	JULY			MA/FN	
8	Creative Writing: The Craft of Style	CC11/19/2/GPS	HISTORY & IQAC	2019-20	JULY			BN/JUL	
9	Gandhi and Peace Studies	CC12/19/2/CCIT	IQAC	2019-20	JULY			SA	
10	Certificate Course in Information Technology	CC13/20/1/CGEW	ENGLISH & IQAC	2019-20	JANUARY	TK			
11	A Comprehensive Guide to Essay Writing	CC14/20/1/AWEEL	ENGLISH & IQAC	2019-20	JANUARY		TK		
	Academic Writing in English for ESL Learners								



Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kol.-145

Ref. No.: CC13/20/VC662/01

Date: 14th July, 2020



AL-AMEEN MEMORIAL MINORITY COLLEGE

(Established under Article 30 of the Constitution of India as a Muslim Minority Govt. Aided General Degree College,
Affiliated to the University of Calcutta and included Under Section 2(f) and 12B of the UGC Act, 1956.)
Jogibattala, P.O.- Dakshin Gobindapur, P.S.- Baruipur, Dist.-South 24 Parganas, Kolkata-700145
Phone No.: (033) 2437 0111, Email: alameenmemorial@gmail.com, Website: alameenmemorial.org

Certificate of Completion

*This is to certify that ... Yeasmina Khatun..... Regn. No.536-1211-0185-20.....
of Al-Ameen Memorial Minority College has successfully completed the Add-on Course
"A COMPREHENSIVE GUIDE TO ESSAY WRITING"..... of 30 hours conducted by
IQAC, Al-Ameen Memorial Minority College.*

Sayera Begum
Co-Ordinator

IQAC, Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kolkata-700145

IQAC, Al-Ameen Memorial Minority College
Jogibattala, Baruipur, KOL.-145


(Dr. Nafis Haque)
Principal

Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kolkata-700145

Principal

Al-Ameen Memorial Minority College
Jogibattala, Baruipur KOL.-145

Ref. No.: CC13/2011/CGEN/02

Date: 14th July, 2020



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Phone No.: (033) 2437 0111, Email: alameenmemorial@gmail.com, Website: alameenmemorial.org

Certificate of Completion

*This is to certify that**Afrisa Khazun**..... Regn. No. **536-1211-0186-20** of Al-Ameen Memorial Minority College has successfully completed the Add-on Course "A COMPREHENSIVE GUIDE TO ESSAY WRITING" of 30 hours conducted by IQAC, Al-Ameen Memorial Minority College.*

Sayera Begum
Co-Ordinator

IQAC, Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kolkata-700145

Coordinator
IQAC, Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kol.-145

(Signature)
(Dr. Nuful Haque)
Principal

Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kolkata-700145

Principal
Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kol.-145

Ref. No.: CC13/2011/CGEN/03



DATE: 14th July, 2020

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Phone No.: (033) 2437 0111, Email: alameenmemorial@gmail.com, Website: alameenmemorial.org

Certificate of Completion

*This is to certify that Mousumi Mal..... Regn. No. 536-1211-0188-20
of Al-Ameen Memorial Minority College has successfully completed the Add-on Course
"A. COMPREHENSIVE GUIDE TO ESSAY WRITING"..... of 30 hours conducted by
IQAC, Al-Ameen Memorial Minority College.*

Sayera Begum
Co-Ordinator

IQAC, Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kolkata-700145

Coordinator
IQAC, Al-Ameen Memorial Minority College
Jogibattala, Baruipur, KOL-145


(Dr. Nurul Haque)
Principal

Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kolkata-700145

Principal
Al-Ameen Memorial Minority College
Jogibattala, Bar

Ref. No.: CC13/2011/CGEN/104

Date: 14th July, 2020



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Phone No.: (033) 2437 0111, Email: alameenmemorial@gmail.com, Website: alameenmemorial.org

Certificate of Completion

*This is to certify that ...**A.H.R.O.J.A. K.H.A.T.U.N.**..... Regn. No. **536-1241-0189-20**.....
of Al-Ameen Memorial Minority College has successfully completed the Add-on Course
"**A.COMPREHENSIVEGUIDE TO ESSAY WRITING**"..... of 30 hours conducted by
IQAC, Al-Ameen Memorial Minority College.*

Sayera Begun

Co-Ordinator

IQAC, Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kolkata-700145

Coordinator

IQAC, Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kol.-145


(Dr. Nurul Haque)
Principal

Al-Ameen Memorial Minority College
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Principal

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Jogibattala, Baruipur, Kol.-145

Ref. No.: CC13/20/1/CGS/05



Date: 14th July, 2020

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Certificate of Completion

*This is to certify that ... Rakiba Sultana..... Regn. No.536-1211-0192-20.
of Al-Ameen Memorial Minority College has successfully completed the Add-on Course
"A...COMPREHENSIVE...GUIDE...TO...ESSAY WRITING"..... of 30 hours conducted by
IQAC, Al-Ameen Memorial Minority College.*

Sayera Begum
Co-Ordinator

IQAC, Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kolkata-700145

Co-ordinator
IQAC, Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kol.-145


(Dr. Nurul Haque)
Principal

Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kolkata-700145

Principal
Al-Ameen Memorial Minority College
Jogibattala, Baruipur, K.-145

AL-AMEEN MEMORIAL MINORITY COLLEGE
Add-on Course
(A Comprehensive Guide to Essay Writing)
Theory Examination-2019-20

F. M:30

TIME:1hr.

1. Which of the following is the first step in essay writing?
 - a) Editing
 - b) Writing the introduction
 - c) Understanding the topic
 - d) Writing the conclusion

2. What is a thesis statement?
 - a) A detailed explanation of the essay topic
 - b) A summary of the main points of the essay
 - c) The main argument or claim of the essay
 - d) A list of sources used in the essay

3. What type of essay presents both sides of an issue?
 - a) Narrative essay
 - b) Expository essay
 - c) Persuasive essay
 - d) Argumentative essay

4. Which of the following is NOT a component of an essay's introduction?
 - a) Hook
 - b) Thesis statement
 - c) Topic sentences
 - d) Background information

5. What should the body paragraphs of an essay include?
 - a) Only quotes from sources
 - b) A mix of evidence, analysis, and explanation
 - c) Only the writer's personal opinion
 - d) A summary of the essay

6. Which of the following is the purpose of the conclusion in an essay?
 - a) To introduce new ideas
 - b) To summarize the key points and restate the thesis
 - c) To provide evidence
 - d) To explain the counterarguments

7. What is the correct order of the writing process?
 - a) Prewriting, drafting, editing, revising
 - b) Drafting, revising, editing, prewriting
 - c) Editing, prewriting, drafting, revising
 - d) Prewriting, drafting, revising, editing



8. Which of the following is a characteristic of a persuasive essay?
- a) It tells a story
 - b) It aims to convince the reader of the writer's viewpoint
 - c) It explains how to do something
 - d) It compares and contrasts two subjects
9. What is a common mistake in essay writing?
- a) Stating a clear thesis
 - b) Including citations for evidence
 - c) Writing without a plan or outline
 - d) Analyzing evidence
10. How can a writer avoid plagiarism in an essay?
- a) Copying and pasting directly from sources
 - b) Providing a citation for all borrowed ideas
 - c) Not using any sources
 - d) Paraphrasing without acknowledgment
11. Which of the following is essential for a strong argument in an argumentative essay?
- a) Only stating the writer's opinions
 - b) Presenting and refuting counterarguments
 - c) Using emotional appeals
 - d) Avoiding evidence
12. What is the role of transitions in an essay?
- a) To introduce the thesis
 - b) To connect ideas between paragraphs
 - c) To restate the conclusion
 - d) To list the references
13. How should a writer handle complex sentences in an essay?
- a) Use as many complex sentences as possible
 - b) Avoid them entirely
 - c) Use them where appropriate, but ensure clarity
 - d) Only use simple sentences
14. Which of the following best defines the editing phase of essay writing?
- a) Checking for spelling and grammar errors
 - b) Adding new information
 - c) Rewriting the thesis
 - d) Developing new arguments
15. Which of these should be avoided in academic essay writing?
- a) Formal tone
 - b) Use of first-person pronouns like "I" or "we"
 - c) Citing sources
 - d) Writing in a structured format



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28

- 01) c) Understanding the topic
- 02) c) The main argument or claim of the essay
- 3) d) Argumentative essay
- 4) c) Topic Sentences
- 5) b) A mix of evidence, analysis, and explanation
- 6) b) To Summarize the key points and restate the thesis
- 7) a) prewriting, drafting, editing, revising
- 8) b) It aims to convince the reader of the writer's viewpoint
- 9) c) writing without a plan or outline
- 10) b) providing a citation for all borrowed ideas
- 11) b) presenting and refuting counterarguments
- 12) b) To connect ideas between paragraphs
- 13) c) Use them where appropriate, but ensure clarity.
- 14) a) checking for spelling and grammar errors
- 15) b) Use of first-person pronouns like "I" or "we"

24
1(c). Understanding the topic.

2(c) The main argument or claim of the essay.

3(d) Argumentative essay.

4(c) Topic sentence.

5(b) A mix of evidence analysis and explanation.

6(b) To summarize the key points and restate the thesis.

7(d) Pre writing drafting, revising, editing.

8(d) It aims to convince the reader of the writer's view point.

9(c) writing without a plan or outline.

10(b) Providing a citation for all borrowed ideas.

11(b) Presenting and refuting counter arguments.

12(b) To connect ideas between paragraphs.

13(c) Use them where appropriate, but ensure clarity.

14(c) Rewriting the thesis.

15(d) writing in a structured format.

24 1. b Writing the conclusion X

2. d writing the A list of sources used in the essay X

3. b Expository - essay

4. c Topic sentences ✓

5. b A mix of evidence analysis, and explanation

6. b To summarize the key points and restate the thesis ✓

7. d prewriting, drafting, revising, editing ✓

8. b It aims to convince the reader of the writer's viewpoint ✓

9. c writing without a plan or outline ✓

10. b providing a citation for all borrowed ✓

11. b

Presenting and refuting counterarguments

12. b

To connect ideas between paragraphs

13. c

Use them where appropriate, but ensure clarity

14. a

Checking for spelling and grammar errors.

15. b

Use of first-person pronouns like "I" or "we",

22/

9. Writing without a plan or outline

10. Providing a citation for all borrowed ideas

22/

11. Presenting and refuting counterarguments

1. Understanding the topic

2. The main argument or claim of the essay.

3. Argumentative essay

4. Topic Sentence.

5. A mix of evidence, analysis and explanation.

6. To summarize the key points and restate the thesis

7. Prewriting, drafting, revising, editing

8. It aims to convince the reader of the writer's viewpoint.

- 24
1. e) understanding the topic
 2. c) The main argument or claim of the essay
 3. d) Argumentative essay
 4. a) Hook
 5. b) A mix of evidence, analysis, and explanation
 6. a) To introduce new ideas
 7. d) prewriting, drafting, revising, editing
 8. b) It aims to convince the reader of the writer's viewpoint
 9. c) writing without a plan or outline
 10. b) providing a citation for all borrowed ideas
 11. d) Avoiding evidence
 12. b) To connect ideas between paragraphs
 13. c) Use them where appropriate, but ensure clarity
 14. a) checking for spelling and grammar errors
 15. b) use of first-person pronouns like "I"