Academic Writing and Composition

Course Code: BEGG 173 /2026-2027
Max. Marks: 100

Answer all questions in this assignment.

SECTION A

I Write short notes of about 100 words each on the following: 5x5=25

1. What aspects should be considered while writing the introductory paragraph of an academic essay?
2. What are the foundational elements to develop critical thinking skills?
3. Briefly describe the tasks involved in the 'pre-writing stage' of the process approach to writing.
4. Describe the structure of a long business proposal.
5. What aspects should be kept in mind while writing a summary?

SECTION B

II. Answer the following in around 200 words each: 2x10=20

6. With suitable examples, explain how academic writing is different from non-academic writing?
7. What is plagiarism? How can you avoid plagiarism in academic writing?

III. Answer the following question:

8. a. Briefly describe the features of a persuasive text. (**in about 100 words)** **5**

8. b. Write a promotional paragraph for a new computer desk that your company is selling. (**in about 150 words)**

10

SECTION C

IV. Write a well-structured composition on the topic: **15**

"The importance of good communication skills in today's workplace."

V. The Residents' Association in your colony has conducted a campaign to encourage residents in the locality to re-use and recycle products so as to encourage sustainable waste management. Write a brief report of the campaign.

10

VI. a) What aspects should be considered while writing the review of a film?

5

b) Write the review of a film that you watched recently.

10

1. What aspects should be considered while writing the introductory paragraph of an academic essay?

Answer

An introductory paragraph is the reader's first contact with an academic essay. It should identify the subject, explain why it deserves attention and show the direction in which the discussion will move. A strong opening is neither a collection of unrelated facts nor a complete summary of the essay. Its main purpose is to prepare the reader for a clear and reasoned argument.

The first sentence may introduce a problem, give a useful fact, define a key idea or make an observation closely connected to the topic. The opening should interest the reader without using exaggerated claims. For example, an essay on online education may begin by observing that digital classrooms have changed where and how students learn. A vague statement such as “Education is very important” gives less direction.

Next, the writer should give enough context to make the topic understandable. This may include the historical situation, an important debate or a brief explanation of a technical term. The background should be selective because the detailed evidence belongs in the main paragraphs. The writer must also consider the intended academic audience, the level of knowledge that can be assumed and the formal tone expected.

A broad topic must be reduced to a manageable question or claim. The thesis statement expresses the central position that the essay will support. For instance: “Although online learning increases access, its effectiveness depends on reliable technology, learner support and meaningful interaction.” Such a statement is specific enough to guide the argument and permits balanced discussion.

Where useful, the introduction may briefly indicate the main aspects that will be examined. It should use logical transitions, accurate grammar and original wording. The writer should avoid irrelevant quotations, unnecessary definitions, personal claims without evidence and promises that the essay cannot fulfil. Finally, the introduction should be checked against the completed body: the question, argument and scope should still match. A well-prepared introduction creates unity and gives the reader a reason to continue.