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COMMUNICATION SKILLS WEEK 6

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**1.**

**In an essay writing scenario, such as preparing an IT proposal, the student is tasked with presenting a structured, well-argued response to a specific question or problem. The process begins with understanding the essay prompt, identifying the purpose, and gathering relevant information through research. For example, in an IT proposal, the student must analyze a technological issue, propose a viable solution, and justify it with evidence from credible sources. The writing stage involves creating a clear introduction that outlines the purpose, a body that organizes points logically with supporting data, and a conclusion that reinforces the main argument. Proper use of academic language, citations, and formatting ensures credibility and professionalism. Additionally, the student must consider the audience, tailoring the essay to be informative yet persuasive. Finally, editing and proofreading are essential steps to ensure clarity, coherence, and accuracy, transforming the draft into a polished, effective academic essay**

**2.**

**A thesis statement plays a central role in academic writing, serving as the foundation of an essay or research paper. It is typically a single, concise sentence that presents the main argument or claim the writer intends to prove throughout the text. The thesis acts as a roadmap, guiding both the writer and the reader by outlining the essay's focus and direction. A strong thesis statement is specific, debatable, and clearly communicates the writer's stance on the topic. For example, instead of simply stating a fact, it should express an argument that requires support with evidence and reasoning. By doing so, the thesis ensures coherence, as all body paragraphs and supporting details connect back to it. It also helps readers understand the purpose of the essay and anticipate its structure. Ultimately, the thesis statement functions as the anchor of the essay, ensuring unity, clarity, and persuasive strength in academic writing.**

**3.**

**When I created an essay outline in Draw.io, I used a flowchart format to clearly visualize the essay's structure. At the top of the diagram, I placed the** Introduction**, which included three key elements: a hook to capture attention, background information to provide context, and**

the thesis statement as the central argument. From the introduction, I branched out into three main Body Paragraphs, each represented by a box. Inside each box, I added smaller nodes for the topic sentence, supporting evidence, examples, and analysis. This structure showed how each paragraph connects back to the thesis. At the bottom of the diagram, I placed the Conclusion, which restates the thesis, summarizes the key arguments, and ends with a strong closing statement. Reflecting on the process, I found that using Draw.io made it easier to organize ideas before writing. The visual map highlighted logical flow, reduced redundancy, and ensured every section supported the essay's purpose.

4.

One major benefit of integrating cloud computing in education is its ability to enhance accessibility. To begin with, cloud platforms allow students and teachers to store and access materials anytime and anywhere, as long as there is an internet connection. This ensures that learning continues beyond the classroom, supporting flexible study schedules. In addition, cloud tools encourage collaboration, as multiple users can work on the same document simultaneously, exchanging ideas in real time. This not only improves teamwork but also develops digital communication skills. Moreover, cloud computing reduces costs for institutions, since it eliminates the need for expensive on-site servers and maintenance. Schools can allocate saved resources to other learning needs. Therefore, the adoption of cloud-based solutions not only promotes inclusivity but also strengthens efficiency in education.