2026

FOURTH SEMESTER

ABILITY ENHANCEMENT COURSE [AEC]

Paper: AEC0200104

(Writing and Communication Skills)

Full Marks :30

Time: 1½ hours

The figures in the margin indicate full marks for the questions.

1. Answer the following questions: 1×5=5
   a) What is RTI?
   b) What is e-mail etiquette?
   c) What does a book review analyse?
   d) What is a skill Resume?
   e) What is Artificial Intelligence?

2. Answer any five of the following questions: 2×5=10
   a) Mention two components of a LinkedIn profile.
   b) Write the difference between chronological and functional Resume.
   c) What is the target audience of a scholarly book review?
   d) What should the conclusion of a book review always include?
   e) What is the Right to Information Act? When was it passed?
   f) What is the difference between a CV and a Resume?
   g) Why is a subject line important in an Email?
   h) State any two key rules to keep in mind while drafting a professional tweet.
   i) Name two AI assistants you use in daily life.
   j) Give two examples of AI used in entertainment.

3. Answer any three of the following questions: 3×5=15

a) Describe the procedure for filling an RTI application.

b) Discuss the ethics of using AI in communication and ethics.

c) Discuss the purpose of writing book review.

d) Draft a Resume for a beginner stating educational qualification, experience and professional skills.

e) What are the main features of LinkedIn?

f) Draft an Email to your teacher asking for project submission extension.

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