

2026

ENGLISH

Course Name : Writing and Communication Skills

Course Code : AEC0200104

Full Marks : 30

Time : 1½ Hours

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

1. Answer the following questions : 1x5=05
 - a) What is the main purpose of a resume ?
 - b) Write the full form of RTI.
 - c) What is meant by the “theme” of a book ?
 - d) Name the two main types of emails.
 - e) What is a LinkedIn profile ?
2. Answer the following questions (**any five**) : 2x5=10
 - a) Mention any two uses of LinkedIn.
 - b) Why is brevity important in drafting a tweet ?
 - c) Mention any two features of a good book review.
 - d) Name some platforms of artificial intelligence useful for academic purpose.
 - e) Mention two skills that can be highlighted in a resume.
 - f) Mention any two features of a formal email.
 - g) Why is a book review important for readers ?
 - h) What are the key components of a good resume ?
 - i) State two rules of email etiquette.
 - j) What information can be sought under RTI Act ?

(Turn over)

3. Answer the following questions (*any three*) : $5 \times 3 = 15$
- a) How can Artificial Intelligence be used ethically ? Explain with suitable examples.
 - b) Draft a resume to apply for the post of an editor of a local newspaper.
 - c) Write an email to your Professor requesting some resources on Shakespeare's tragedy.
 - d) Write a short review of a novel you have read.
 - e) Draft an RTI application requesting details of expenditure on a government welfare scheme in your district.
 - f) Write a short story based on the proverb :
"Where there is a will, there is a way".
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