

**Sessional Examination, 2026**  
**Ability enhancement course :**  
**B.Com 4<sup>th</sup> Semester**  
**Sub : Writing and Communication Skill**  
**AEC0400402N**



*Time :1 hour*

*Full Marks : 20*

1. Answer any two of the following questions :  $7 \times 2 = 14$
- (a) A reputed company has an opening for a digital marketing executive. As a fresher, apply for the same highlighting your educational qualifications. Attach your resume.
  - (b) You just completed an internship with a business house. Write an email to your supervisor thanking him for giving you the opportunity of interning with them. Also, mention what you learnt there.
  - (c) Write a RTI application to know about the details of the hospital bill of your grandfather who stayed at Greenmeadows Hospital at Lokhra from 2 February 2026- 20 February 2026. Your Grandfather had replaced a broken hip joint. The bill was 25 lakhs.
2. Answer briefly any two of the following :  $3 \times 2 = 6$
- (a) What is the difference between a CV and a resume?
  - (b) What are the components of an email?
  - (c) Write about the Right to Information Act, 2005.

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