

Sessional Examination, 2026
Ability enhancement course :
B.Com 4th 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.
