

(1)

(Sem-4) AEC

2026

ABILITY ENHANCEMENT COURSE

Paper Code: AEC0400402N

(Writing and Communication Skills)

Full Marks: 30

Time: $1\frac{1}{2}$ hours

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

1) Answer the following questions in brief: **1x5=5**

a) Fill in the blank.

The microblogging platform widely known for its logo of a stylized 'X' was formerly called _____.

b) State whether the following statement is "True" or "False":

An email sent to a university professor or employer should always include a clear "Subject line".

c) What is the full form of the abbreviation "AI" in modern Technology and communication?

d) What does the acronym "RTI" stand for?

e) Name the professional networking platform widely used for creating career profiles and job hunting?

2) Answer following questions in short: (Any Five) **2x5=10**

a) Name two social media platforms that are frequently used for professional networking or microblogging.

b) Mention two essential contact details that must be clearly visible at the top of an effective Resume.

c) What is the primary purpose of the "Subject line" in a professional corporate email?

d) Define the term "Email Etiquette" and provide one example of a standard professional salutation.

e) What is the standard statutory time frame within which a Public Information Officer (PIO) must reply to a regular RTI application?

P.T.O.

(2)

- f) What is the function of the "CC" field in an email?
- g) Mention two purposes of maintaining a LinkedIn Profile.
- h) What is meant by a hashtag (#) on social media platform?
- i) What is meant by professional networking, and why is it important?
- j) Why is citing sources important when using AI-generated content in academic writing?

3) Answer the following questions: (Any Four) 5x4=20

- a) Draft a professional e-mail requesting information about the status of your job application.
- b) Discuss the significance of constructive criticism and balanced evaluation in writing a book review.
- c) Explain the procedure for filing an RTI Application and the remedies available if information is denied.
- d) Prepare a short LinkedIn "About" section for a recent graduate seeking opportunities in the teaching industry.
- e) Explain the importance of including extracurricular activities and achievements in a student's Resume.
- f) Discuss the ethical responsibilities of professionals when using AI- generated content in workplace communication.

*****X*****