# R J TIBREWAL COMMERCE COLLEGE DEPARTMENT OF ENGLISH \& COMMUNICATION SKILLS ASSIGNMENTS 2020-21 COMMERCIAL COMMUNICTION - III <br> SEMESTER III 

Note: 1) This document contains Two Assignments, each contains Two Questions.
2) Submit both assignments separately.

ASSIGNMENT - 1
Q-1 Write a detailed note on presentation skillsand how wecan make our presentations better.

O-2 (A)Give meanings of the following:
autobiography, octogenarian, bakery, volunteer, martyr, honorarium, smuggling, teenager, irritable, illegible

Q-2 (B)From the choice given, find a one wordsubstitute for the following:
a. The rules that govern use of the internet-
(a) time management (b) manners (c) netiquette
b. The story of one's life written by another -
(a) biography (b) autobiography (c) demography
c. A person who offers his services without expectations-
(a) martyr (b) pessimist (c) volunteer
d. Total agreement-
(a) unanimous (b) optimist (c) general
e. Someone who is greedy for more-
(a) foolish (b) glutton (c) sceptic
f. Something that has to happen-
impossible, inevitable, inception
g. Handwritten document-
(a) monument (b) manuscript (c) written
h. Someone who shuns meat-
(a) shunned (b) vegetarian (c) dietician
i. Of present times-
(a) contemporary (b) ecology (c) hydrography
j. On the spot -
(a) extempore (b) instant (c) quick

## ASSIGNMENT - 2

Q - 1 (A) Describe grandmother's reaction on Khushwant Singh's return from abroad.

Q-1 (B) How did Lincoln propose to help his brother?
Q-2(A)Supply precise answers to the following questions:
i. What is time? How can we understand the value of time?
ii. Enumerate the benefits of time management.
iii. What should be kept in mind while negotiating?
iv. Explain in your words the concept of Netiquette.

Q - 2 (B) MrsRenuMukhi, owner of Rukhi Fashions, realises that a cheque issued by her in favour of Rutuja Garments has been wrongfully dishonoured by her bank. Reproduce her letter of complaint.

