

**R J TIBREWAL COMMERCE COLLEGE**  
**DEPARTMENT OF ENGLISH & COMMUNICATION SKILLS**  
**ASSIGNMENTS 2020-21**  
**COMMERCIAL COMMUNICATION – III**  
**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 skills and how we can make our presentations better.

**Q - 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 word substitute 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-

