R J TIBREWAL COMMERCE COLLEGE

DEPARTMENT OF ENGLISH & COMMUNICATION SKILLS

ASSIGNMENTS 2020-21

COMMERCIAL COMMUNICTION - III

SEMESTER III

Note: 1) This document contains Two Assignments, each contains Two Questions.

2) Submit both assignments separately.

ASSIGNMENT - 1

O - 1 Write a detailed note on presentation skillsand how wecan 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 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

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