

SHREE NARAYANA COLLEGE OF COMMERCE  
B.Com. Sem 1 Assignment  
Skill Enhancement Courses  
SEC-WPS-116: Writing and Presentation Skills

Unit 1

Describe the topics in brief:

1. Writing – Importance and Components
2. Principles of good writing
3. Process of writing
4. Types of writing

Unit 2

Describe the topics in brief:

1. Structure of Presentation
2. Basics of Presentation
3. Components of Effective Presentation
4. Use of Non-verbal Communication in Presentation

Choose the correct option :

(1) A phrase is a group of \_\_\_\_\_ word/s that is/are used together in a sentence.

- (a) one or more
- (b) only one
- (c) fixed
- (d) only two

(2) A \_\_\_\_\_ is the smallest meaningful part of a sentence.

- (a) phrase
- (b) word
- (c) sentence
- (d) None of these

(3) A full stop is generally used to \_\_\_\_\_.

- (a) begin a sentence
- (b) ask a question
- (c) end a sentence
- (d) make an inquiry

(4) Which of the following is not the principle of good writing ?

- (a) Brevity
- (b) Clarity
- (c) Correctness
- (d) Clauses

(5) \_\_\_\_\_ of a presentation is the most important part because it creates interest in the mind of the receiver.

- (a) Opening
- (b) Middle
- (c) End
- (d) None of these

(6) In the beginning of your presentation, you should give \_\_\_\_\_.

- (a) further information
- (b) your introduction
- (c) summary of topic
- (d) ask irrelevant questions

(7) Use of evidence and data in a presentation increases \_\_\_\_\_.

- (a) inaccuracy
- (b) outdatedness
- (c) credibility
- (d) irrelevance

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