

**Shri H.K. Commerce College,Ahmedabad-09.**  
**Assignment: – 2025-2026**  
**B.Com. Sem-1**  
**Skill Enhancement Course**  
**SEC - WPS – 116**  
**Writing and Presentation Skills**

Write Short Notes on the Following.

1. Parts of Speech and Sentences.
2. Describe any five Punctuation Marks.
3. Define presentation in detail.
4. Use of Non- Verbal Communication in Presentation.