

Shri Harihar Pratishthan's  
Linguistic Minority Trust

**Govindlal Kanhaiyalal Joshi  
(Night) Commerce College, Latur**

**Class:-B.Com II Year**

**Subject:- SEC- Management Skill**

**Assignment**

- Q.1.** what is mean by Time Management? Discuss its Importance?
- Q.2.** What is the importance of Presentation Skill? What are its essentials?
- Q.3.** what are the types of communication?

\*\*\*\*\*