

## **PAPER – 2 : BUSINESS LAWS AND BUSINESS CORRESPONDENCE AND REPORTING**

*(One paper – Three hours – 100 Marks)*

### **SECTION A : BUSINESS LAWS (60 MARKS)**

#### **Objective:**

To develop an understanding of significant provisions of select business laws and acquire the ability to address basic application-oriented issues.

#### **Contents**

1. **The Indian Contract Act, 1872:** An overview of Sections 1 to 75 covering the general nature of contract, consideration, other essential elements of a valid contract, performance of contract, breach of contract, Contingent and Quasi Contract.
2. **The Sale of Goods Act, 1930:** Formation of the contract of sale, Conditions and Warranties, Transfer of ownership and delivery of goods, Unpaid seller and his rights.
3. **The Indian Partnership Act, 1932:** General Nature of Partnership, Rights and duties of partners, Reconstitution of firms, Registration and dissolution of a firm.
4. **The Limited Liability Partnership Act, 2008:** Introduction- covering nature and scope, Essential features, characteristics of LLP, Incorporation and differences with other forms of organizations.
5. **The Companies Act, 2013 :** Essential features of company, corporate veil theory, Classes of companies, types of share capital, Incorporation of company, Memorandum of Association, Articles of Association, Doctrine of Indoor Management

***Note: If new legislations are enacted in place of the existing legislations, the syllabus would include the corresponding provisions of such new legislations with effect from dates notified by the Institute.***

### **SECTION B : BUSINESS CORRESPONDENCE AND REPORTING (MARKS 40)**

#### **Objective:**

To acquire and develop good communication skills requisite for business correspondence and reporting.

## **Part – I: Communication**

### **1. Communication**

- (i) Types
- (ii) Directions
- (iii) Network
- (iv) Process
- (v) Problems
- (vi) Barriers
- (vii) Types of Communication
  - a) Interpersonal Skills
  - b) Listening Skills
  - c) Emotional Intelligence
- (viii) Sample Questions with Answers
- (ix) Exercises.

## **Part – II : Sentence Types and Word Power**

### **2. Sentence Types (Direct-Indirect, Active -Passive Speech)**

- (i) Sentence: Definition
- (ii) Classification of sentence based on connotation
  - a) Assertive sentences
  - b) Interrogative sentences
  - c) Imperative sentences
  - d) Exclamatory sentences
  - e) Optative sentences
- (iii) Sentence Structure
  - a) Subject and Predicate
  - b) Verb (Auxiliary, Finite)
  - c) Object (Direct, Indirect)

- d) Complement
- e) Adjunct or Adverbial
- f) Clause Structure
- g) Types of Clauses
  - Independent clauses
  - Dependent clauses
  - Relative or noun clauses
- (iv) Types of sentences
  - a) Simple sentence
  - b) Compound sentence
  - c) Complex sentence
  - d) Compound-complex sentence
- (v) Direct-Indirect Speech
  - a) Introduction
  - b) Procedure for converting Direct speech into Indirect speech
    - Rules for converting Direct speech into Indirect speech
    - Change in pronouns
    - Change in tenses
    - Change in modals
    - Changes for Imperative sentences
    - Changes for Exclamatory sentences
    - Changes for Interrogative sentences
    - Punctuation in Direct speech
  - c) Rules for converting Indirect speech into Direct speech
- (vi) Active Passive Voice: Introduction
  - a) Usage : Active vs. passive voice
  - b) Reasons for using Passive voice

- c) Changing Passive voice to Active voice
  - d) Changing Active voice to Passive voice
  - e) Suggestions for using Active and Passive voice
- (vii) Verbs Voice Active or passive
- (viii) Exercises
- 3. Vocabulary Root Words, Synonyms, Antonyms, Prefixes, Suffixes), Phrasal verbs, Collocations and Idioms.**
- (i) Introduction
  - (ii) Significance of improving vocabulary
  - (iii) How to improve vocabulary
  - (iv) Root words
  - (v) Synonyms and Antonyms
  - (vi) Words formed by using Prefixes
  - (vii) Words formed by using Suffixes
  - (viii) Phrasal verbs
  - (ix) Collocations
  - (x) Idioms
  - (xi) Exercises

### **Part – III : Comprehension Passages and Note Making**

- 4. Comprehension Passages**
- (i) Introduction to Comprehension Passages
  - (ii) Points to ponder
  - (iii) Sample Passages with answers
  - (iv) Exercises
- 5. Note Making**
- (i) Introduction to Note Making
  - (ii) Significance of Note Making
  - (iii) Detailed Format Heading(Title)

- a) Sub-heading
  - b) Indentation
  - c) Points
  - d) Use of abbreviations
  - e) Summary
  - f) Content
  - g) Expression
- (iv) Steps to Comprehend and summarize text
  - (v) Helpful Hints
  - (vi) Sample Passages with Notes
  - (vii) Exercises

#### **Part – IV : Developing Writing Skills**

##### **6. Introduction to Basic Writing**

- (i) Introduction
- (ii) Process of writing
- (iii) Styles of Writing
- (iv) Significance of writing skills for students
- (v) Writing Conventions
- (vi) Characteristics of good writing
- (vii) Do's and Don'ts of good writing

##### **7. Précis Writing**

- (i) What is Précis writing?
- (ii) Features of good Précis writing
- (iii) How to write a Précis
- (iv) Do's and Don'ts of Précis writing
- (v) Examples (Passages with Précis)
- (vi) Exercises

## **8. Article Writing**

- (i) What is an Article?
- (ii) Essential elements of Article Writing
- (iii) Detailed Format
  - a) Title
  - b) By- Writer's Name
  - c) Body
    - Introduction
    - Main Idea-Support
    - Conclusion
  - d) Sample Articles
  - e) Exercises

## **9. Report Writing**

- (i) What is a Report?
- (ii) Essential elements of Report Writing
- (iii) Kinds of Reports
  - a) Reporting for a Meeting/Assembly
  - b) Reporting for a Newspaper
  - c) Reporting for a Magazine
- (iv) Detailed Format for (iii) above
  - a) Title
  - b) By- Writer's Name
  - c) Place, Date
  - d) Body
    - What
    - When
    - Where
    - Who
    - How
  - e) Tips and Conventions of Report Writing

- f) Sample Reports
- g) Exercises

## **10. Writing Formal Letters**

- (i) Types of Letters
  - a) Circulars
  - b) Complaints
  - c) Memos
  - d) Promotional Content
  - e) Sales
  - f) Recovery/Remittances
- (ii) Detailed format for (i) above
  - a) Date
  - b) Salutation
  - c) Subject
  - d) Body of the letter
    - First paragraph
    - Second paragraph
  - e) Complimentary Closure
- (iii) Points to Remember
- (iv) Sample Letters
- (v) Exercises

## **11. Writing Formal Mails**

- (i) How to Write a Formal Mail?
- (ii) Writing Effective Mails
- (iii) Essential elements of Mails
  - a) Subject line
  - b) Formal Greetings
  - c) Target Audience(Reader)
  - d) Clarity and Conciseness

- e) Formal Closing
- f) Proof read
- g) Feedback
- (iv) Tips and Conventions of Mails
- (v) Sample Mails
- (vi) Exercises

## **12. Resume Writing**

- (i) Essential Elements of Resume
  - a) Name and contact details
  - b) Objective Summary
  - c) Academic Qualifications and Achievements
  - d) Co-curricular Achievements
  - e) Training Programs attended/completed
  - f) Strengths
  - g) Interests/Hobbies
  - h) Declaration
  - i) Signature
- (ii) Resume Writing Tips and Conventions
- (iii) Sample Resumes
- (iv) Exercises

## **13. Meetings**

- (i) Notice
- (ii) Agenda
- (iii) Drafting minutes
- (iv) Action Taken Report