

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

(vi) Verbs Voice Active or passive

(vii) 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