


Contents




Paper 2

Business Laws and Business Correspondence and Reporting

Part — A (Business Laws)

Chapter Name		Page No.
	Study Material Based Contents	2.3
1A.	Nature of Contract	2.5
1B.	Consideration	2.16
1C.	Other Essential Elements of a Contract	2.20
1D.	Performance of Contract	2.28
1E.	Breach of Contract and its Remedies	2.41
1F.	Contingent and Quasi Contracts	2.47
2.	The Sale of Goods Act, 1930	2.53
3.	The Indian Partnership Act, 1932	2.96
4.	The Limited Liability Partnership Act, 2008	2.113
5A.	Company - Meaning, Features, Classes and Incorporation	2.124
5B.	Memorandum of Association and Articles of Association	2.169

Part — B (Business Correspondence and Reporting)

Chapter Name		Page No.
	Study Material Based Contents	2.191
1.	Communication	2.193
2.	Sentences Types and Vocabulary	2.214
3.	Comprehension Passages	2.255
4.	Note Making	2.258
5.	Introduction to Basics of Writing	2.261
6.	Precis Writing	2.264
7.	Article Writing	2.276
8.	Report Writing	2.278
9.	Formal Letters and Official Communication	2.286
10.	Writing Formal Mails	2.312
11.	Resume Writing	2.315
12.	Meetings	2.317
	Synonyms and Antonyms	2.323
	A List of the most commonly used English Idioms	2.346