

Contents**Paper - 1****Business Communication**

S. No.	Chapters Name	Page No.
→	Syllabus	1.3
1.	English Grammar and its Usage	1.7
2.	Enriching Vocabulary	1.47
3.	Comprehension of Passage and Art of Summarizing	1.75
4.	Concept of Business Communication	1.82
5.	Listening Skills	1.132
6.	Business Correspondence	1.142
7.	Concept of E-Correspondence	1.220
8.	Common Business Terminologies	1.249