Contents	

Paper - 2 Business Management, Ethics and Communication

Part A - Business Management

Chapter Name		Page No.
\Rightarrow	Line Chart Showing Relative Importance of Chapters	2.3
\Rightarrow	Table Showing Important Chapters on the Basis of their Frequency	2.4
1.	Nature of Management and its Process	2.5
2.	Planning	2.47
3.	Organisation	2.83
4.	Human Resource Management	2.121
5.	Direction and Co-ordination	2.154
6.	Controlling	2.200
7.	Recent Trends in Management	2.234

Part B - Business Ethics

	Chapter Name	Page No.
8.	Business Ethics (New Syllabus)	2.269
8.	Business Ethics (Old Syllabus)	2.307

Part C - Business Communication

Chapter Name		Page No.
9.	Business Communication	2.345
10.	Essentials of Good English	2.381
11.	Business Correspondence - I	2.416
12.	Business Correspondence - II	2.449
13.	Administration	2.481
14.	Inter-Departmental Communication	2.501
15.	Preparation of Press Release	2.516
16.	E-Correspondence	2.529

i