

Contents

Paper 2 *Business Laws and Business Correspondence and Reporting*

Part - A (Business Laws)

Chapter - 1: The Indian Contract Act, 1872	2.3 - 2.177
Unit: 1 : Nature of Contract	2.3 - 2.45
Unit: 2 : Consideration	2.46 - 2.62
Unit: 3 : Other Essential Elements of Valid Contract	2.63 - 2.108
Unit: 4 : Performance of Contract	2.109 - 2.147
Unit: 5 : Breach of Contract and its Remedies	2.148 - 2.164
Unit: 6 : Contingent and Quasi Contracts	2.165 - 2.177
Chapter - 2: The Sale of Goods Act, 1930	2.178 - 2.284
Unit: 1 : Formation of the contract of sale	2.178 - 2.204
Unit: 2 : Conditions and Warranties	2.205 - 2.231
Unit: 3 : Transfer of Ownership and Delivery of Goods	2.232 - 2.262
Unit: 4 : Unpaid Seller	2.263 - 2.284
Chapter - 3: Indian Partnership Act, 1932	2.285 - 2.390
Unit: 1 : General Nature of a Partnership	2.285 - 2.312
Unit: 2 : Relations of Partners	2.313 - 2.362
Unit: 3 : Registration and Dissolution of Firm	2.363 - 2.390
Chapter - 4: The Limited Liability Partnership Act, 2008	2.391 - 2.405
Chapter - 5: The Companies Act, 2013	2.406 - 2.454

Part - B (Business Correspondence and Reporting)

Chapter - 1:	Communication	2.457 - 2.524
Chapter - 2:	Sentence Types Direct-Indirect, Active - Passive Speech	2.525 - 2.564
Chapter - 3:	Vocabulary Root Words, Synonyms, Antonyms, Prefixes, Suffixes, Phrasal Verbs, Collocations and Idioms	2.565 - 2.615
Chapter - 4:	Comprehension Passages	2.616 - 2.673
Chapter - 5:	Note Making	2.674 - 2.700
Chapter - 6:	Introduction to Basics Writing	2.701 - 2.702
Chapter - 7:	Precis Writing	2.703 - 2.776
Chapter - 8:	Article Writing	2.777 - 2.790
Chapter - 9:	Report Writing	2.791 - 2.804
Chapter - 10:	Formal Letter and Official Communication	2.805 - 2.874
Chapter - 11:	Writing Formal Mails	2.875 - 2.886
Chapter - 12:	Resume Writing	2.887 - 2.899
Chapter - 13:	Meetings	2.900 - 2.912