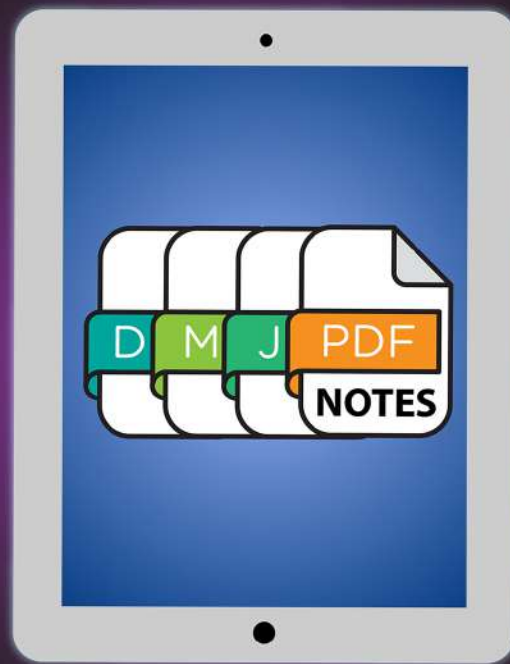




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CA FOUNDATION
PAPER 2B: BUSINESS
CORRESPONDENCE AND
REPORTING

Major Changes - Few topics additional explanation and new practice questions

Chp No. & Name	Page No. New	Page No. Old	Topic	Difference
1 Communication	1.3		Types of communication	Para on difference between General English & Business English
	1.4		Essentials of Oral Communication	New - 2 pages - Pronunciation , Listening, spoken grammar, vocabulary, noticing language, presentations
	1.6		Visual communication	New pie chart inserted and analysis done
	1.15		Practice questions	3 new added including 1 on oral communication
2 Sentence types	2.2		Introduction - Grammar	Phonetics described
	2.3		Phrases	Adjective phrase added
	2.13		Subject-Verb Agreement	New - Rules to remember 18 in number
	2.15		Practice questions for subject verb agreement	15 sentences to understand
	1.16		Tenses	2 pages brief description of tenses
3 Vocabulary	3.8		Jargon words you should know	1.5 page
	3.16		Loan words	1 page
4 Comprehensive Passages	4.20 to 4.25		Practice exercises for passages	5 New passages - no.8 to 12
5 Note Making	5.21 to 5.22		Practice questions - Read passages & make notes	4 new passages added
6 Introduction to Basics of writing	6.11		Practice exercises	2 new added
7 Precis Writing	7.8 to 7.10		Practice exercises	4 new
8 Article writing	8.7 to 8.8		Articles for practice	2 new added
	8.9		Practice questions	7 added

Chp No. & Name	Page No. New	Page No. Old	Topic	Difference
9 Report writing	9.1		Practice questions	5 new added
10-I Formal letters	10.14 to 10.17		Sample letters	5 new added
10-II Official Communication	10.21		Practice Exercises	2 new added
11 Writing formal mails	11.3		Anatomy of good email	New
	11.4		Anatomy of good email	Correct and incorrect versions given -New
	11.5		Starter kit for good email	
	11.12		Practice exercises	5 new added
12 Resume writing	12.2		SWOT Analysis	New
13 Meetings	13.8		Practice questions	5 new added

Note: The list above is not exhaustive but indicative of main topics only. Besides, relevant amendments from 1st May, 2019 to 31st October, 2020; new study material also includes changes in presentation, addition of examples, insertion of explanation of the provisions (wherever required) and more questions of practice.