

Shuchita Prakashan
33
GLORIOUS YEARS

SCANNERTM

CA-FOUNDATION

As Per Latest Updated
Syllabus of ICAI



Containing Questions
of Last 35 Exams

CA Amar Omar
CA Rasika Goenka

10th Edition

Paper-2 Business Laws and Business Correspondence and Reporting

(Including Questions
and Solutions of Dec. 2022)



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Preface

We feel great pride and pleasure in presenting before you the thoroughly updated, revised and updated Tenth Edition of “CA-FOUNDATION Solved Scanner”.

The book has not only enjoyed great market success but has also received the appreciation of our readers i.e. our dear students.

The revised edition is adorned with certain new features:

1. Practical/Subjective Questions with detailed are covered especially keeping the new Subjective format of CA-Foundation Exams for subject Principles and Practice of Accounting.
2. Business Laws Subject variety of questions including case study passed conceptual/subjective approach are comprehensively covered to develop an understanding of significant provisions of select business laws and acquire the ability to address basic application-oriented issues as per new subjective format of CA-FOUNDATION Examination.
3. All formulae and key points of all chapters of Business Mathematics and Statistics have been provided in noted form for quick revision purpose.
4. Business Economics (thoroughly updated and revised as per current ICAI requirements) has been provided in notes form for easy and quick reference of the students. Exhaustive practice of MCQ's covered will give an understanding of concepts and theories in Business Economics and how to apply such concepts and theories in simple problem solving also.
5. Business Correspondence and Reporting, Logical Reasoning and Business and Commercial Knowledge subjects are widely covered and broadly defined keeping student based easy adaptation and learning approach towards these newly added subjects of CA-FOUNDATION syllabus.
6. The questions which have been repeated over the attempts have been removed to avoid duplicacy of questions.
7. The questions of December, 2022 Examination have been incorporated at appropriate places in the book.

We would like to place on record our sincere gratitude to all those students who have taken immense pain in forwarding questions to us. May God bless you in all your future endeavours.

Your feedback is like a guideline for us. Hence, we seek the suggestions of our readers with all humbleness.

We would like to place on record our sincere thanks to the Publishers “Shuchita Prakashan (P) Ltd.” for their endless support and hardwork to present this revised edition well in time before you.

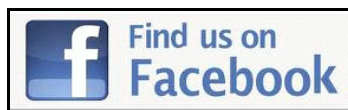
With best wishes, we would sign off by quoting

“The ability to concentrate and to use your time well is everything if you want to succeed in studies - or almost anywhere else for that matter.”

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Author's Communication to Students

“Confidence is the only companion of Success.”

Confidence comes through practice and an insight into what is being asked in the examination. The examination pattern of CA–FOUNDATION does not leave the aspiring students with an opportunity to go through the examination questions as they are not supposed to take away the question paper.

To overcome this problem and to provide a morale booster for the students, we present this first memory based book of CA–FOUNDATION examination questions, which will surely provide you the adequate confidence and support to face the main examination.

This book will cater not only the students under our direct guidance but to one and all spread over distances.

“There is a brilliant child locked inside every student.” Believe in yourself and you will accomplish your goals faster and better.

All suggestions towards betterment of the book will be greatly appreciated.

With all warm wishes and loads of luck for your forthcoming examination, we would sign off by quoting:

“One must have strategies to execute his dreams”

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CA Foundation



Paper 2
Business Laws and Business
Correspondence and Reporting

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“Scanner is a living document and is being updated after every examination since its inception”

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5. You will be awarded ₹ 50 for each correction/improvement/suggestion approved by Editorial Board.
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8. The last date of sending the query is 31st May, 2023 for January, 2023 edition.
9. The decision of the Editorial Board will be final and binding.

Note: If you are sending one or more mistake/error/suggestions/new working notes from one particular book, you are entitled for one free copy of Scanner of your choice only.

Syllabus

Paper 2 Business Laws and Business (100 marks)
Correspondence and Reporting
(One paper – Three hours)

Paper – 2A : Business Laws (60 marks)

Objective:

To develop an understanding of significant provisions of select business laws and acquire the ability to address basic application-oriented issues.

Contents

- 1. The Indian Contract Act, 1872:** An overview of Sections 1 to 75 covering the general nature of contract, consideration, other essential elements of a valid contract, performance of contract, breach of contract, contingent and quasi contract.
- 2. The Sale of Goods Act, 1930:** Formation of the contract of sale, Conditions and Warranties, Transfer of ownership and delivery of goods, Unpaid seller and his rights.
- 3. The Indian Partnership Act, 1932:** General Nature of Partnership, Rights and duties of partners, Reconstitution of firms, Registration and dissolution of a firm.
- 4. The Limited Liability Partnership Act, 2008:** Introduction-covering nature and scope, Essential features, Characteristics of LLP, Incorporation and differences with other forms of organizations.
- 5. The Companies Act, 2013 :** Essential features of company, Corporate veil theory, Classes of companies, Types of share capital, Incorporation of company, Memorandum of Association, Articles of Association, Doctrine of Indoor Management.

Note: If new legislations are enacted in place of the existing legislations, the syllabus would include the corresponding provisions of such new legislations with effect from dates notified by the Institute.

Paper – 2B : Business Correspondence and Reporting (marks 40)

Objective:

To acquire and develop good communication skills requisite for business correspondence and reporting.

Part – I: Communication

Contents

1. Communication

- (i) Types
- (ii) Directions
- (iii) Network
- (iv) Process
- (v) Problems
- (vi) Barriers
- (vii) Types of Communication
 - (a) Interpersonal Skills
 - (b) Listening Skills
 - (c) Emotional Intelligence
- (viii) Sample Questions with Answers
- (ix) Exercises.

Part – II : Sentence Types and Word Power

2. Sentence Types(Direct-Indirect, Active -Passive Speech)

- (i) Sentence: Definition
- (ii) Classification of sentence based on connotation
 - (a) Assertive sentences
 - (b) Interrogative sentences
 - (c) Imperative sentences
 - (d) Exclamatory sentences
 - (e) Optative sentences
- (iii) Sentence Structure
 - (a) Subject and Predicate
 - (b) Verb (Auxiliary, Finite)
 - (c) Object (Direct, Indirect)
 - (d) Complement
 - (e) Adjunct or Adverbial
 - (f) Clause Structure
- (g) Types of Clauses
 - Independent clauses
 - Dependent clauses
 - Relative or noun clauses

- (iv) Types of sentences
 - (a) Simple sentence (b) Compound sentence
 - (c) Complex sentence (d) Compound-complex sentence
 - (v) Direct-Indirect Speech
 - (a) Introduction
 - (b) Procedure for converting Direct speech into Indirect speech
 - Rules for converting Direct speech into Indirect speech
 - Change in pronouns
 - Change in tenses
 - Change in modals
 - Changes for Imperative sentences
 - Changes for Exclamatory sentences
 - Changes for Interrogative sentences
 - Punctuation in Direct speech
 - (c) Rules for converting Indirect speech into Direct speech
 - (vi) Active Passive Voice: Introduction
 - (a) Usage : Active vs. passive voice
 - (b) Reasons for using Passive voice
 - (c) Changing Passive voice to Active voice
 - (d) Changing Active voice to Passive voice
 - (e) Suggestions for using Active and Passive voice
 - (vii) Verbs Voice Active or passive
 - (viii) Exercises
- 3. Vocabulary Root Words, Synonyms, Antonyms, Prefixes, Suffixes, Phrasal verbs, Collocations and Idioms.**
- (i) Introduction
 - (ii) Significance of improving vocabulary
 - (iii) How to improve vocabulary
 - (iv) Root words
 - (v) Synonyms and Antonyms
 - (vi) Words formed by using Prefixes
 - (vii) Words formed by using Suffixes
 - (viii) Phrasal verbs
 - (ix) Collocations
 - (x) Idioms
 - (xi) Exercises

Shuchita Scanner CA Foundation Paper - 2 Business Laws and Business Correspondence and Reporting



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