

## Foundation Course

### Paper 1

### FUNDAMENTALS OF BUSINESS LAWS AND BUSINESS COMMUNICATION (FBLC)

**100 Marks**

Module No.	Module Description	Weight
<b>Section A: Fundamentals of Business Laws</b>		<b>80%</b>
1	Introduction	10%
2	Indian Contracts Act, 1872	30%
3	Sale of Goods Act, 1930	20%
4	Negotiable Instruments Act, 1881	20%
<b>Section B: Business Communication</b>		<b>20%</b>
5	Business Communication	20%

### SECTION A: FUNDAMENTALS OF BUSINESS LAWS

#### 1. Introduction

- 1.1 Sources of Law
- 1.2 Legislative Process in India
- 1.3 Legal Methods and Court System in India
- 1.4 Primary and Subordinate Legislation

#### 2. Indian Contracts Act, 1872

- 2.1 Essential Elements of a Contract, Offer and Acceptance
- 2.2 Void and Voidable Agreements, No Consideration No Contract
- 2.3 Consideration, Legality of Object and Consideration
- 2.4 Capacity of Parties, Free Consent
- 2.5 Contingent Contracts
- 2.6 Performance of Contracts
- 2.7 Meaning of Indemnity, Guarantee, Pledge, Agent
- 2.8 E-Contracts and E-Signature – Meanings and Requirements
- 2.9 Discharge of Contracts
- 2.10 Breach of Contract and Remedies for Breach of Contract

**3. Sale of Goods Act, 1930**

- 3.1. Definition
- 3.2. Transfer of Ownership
- 3.3. Essential Conditions of a Contract of Sale
- 3.4. Conditions and Warranties
- 3.5. Performance of the Contract of Sale
- 3.6. Rights of Unpaid Seller

**4. Negotiable Instruments Act, 1881**

- 4.1. Characteristics of Negotiable Instruments
- 4.2. Definitions of Promissory Note, Bill of Exchange and Cheque
- 4.3. Difference between Promissory Note, Bill of Exchange and Cheque
- 4.4. Crossing – Meaning, Definition and Types of Crossing
- 4.5. Dishonour of Cheques (Section 138)

**SECTION B: BUSINESS COMMUNICATION****5. Business Communication**

- 5.1 Introduction to Business Communication
- 5.2 Features of Effective Business Communication
- 5.3 Process of Communication
- 5.4 Types of Business Communication
  - 5.4.1 Formal and Informal Communication
  - 5.4.2 Written, Verbal and Non-verbal Communication
  - 5.4.3 Vertical, Horizontal and Diagonal Communication
  - 5.4.4 Upward and Downward Communication
- 5.5 Internet-based Business Communication
- 5.6 Do's and Don'ts of Communication through Social Media
- 5.7 Writing and Drafting for Business Audiences
  - 5.7.1 Letter and Memorandum
  - 5.7.2 Report – Formal and Informal
  - 5.7.3 Business Proposal
  - 5.7.4 Enhancement of Writing Skills
- 5.8 Intercultural and International Business Communication
- 5.9 Barriers to Business Communication
- 5.10 Legal Aspects of Business Communication
- 5.11 Use of Graphics and References for Business Communication