

Preface



The Institute of Chartered Accountants of India (ICAI) has revised the syllabi of its prestigious and popular CA course with effect from July, 2017. In the new syllabi there is a paper titled 'Business Correspondence and Reporting' in the foundation course. This book is a humble attempt to supplement the Institute's study material. Some of the distinctive features of the book are as follows:

- ◆ *Chapter outline to give a birds eye view of the topics covered in each chapter*
- ◆ *Full coverage of the prescribed syllabus*
- ◆ *Tables and diagrams to illustrate the text*
- ◆ *Examples from Indian business*
- ◆ *Lucid and simple language*

I hope the book would be useful to the concerned students. Suggestions for improvement are welcome.

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