

# **CA FOUNDATION COURSE**

## **Paper-2**

### **Sec-B: Business Correspondence and Reporting**

**LMR**

# English

Loop

DATE

## \* Formula of Note Making

Title of the passage

1) Main Heading

1.a - sub heading

1.b - sub heading

} sub points

2) Main Heading

2.a - sub heading

2.b - sub heading

} sub points

Key - Abbreviations -

Symbols -

## \* Format of Email

From -

To -

cc -

Bcc -

subject -

Attachment -

salutation - Dear / Respected

} content

Regards -

Name -

## \* format of chronological Resumes -

NAME OF CANDIDATE

ADDRESS OF CANDIDATE

PHONE NUMBER (3)

(a) MOBILE NUMBER

(b) RESIDENCE NUMBER

(c) Alternative Number

Email ID

→ OBJECTIVE / GOAL / AMBITION -

→ SUMMARY -

→ EDUCATION / QUALIFICATION -

→

→ EXPERIENCE - (if you are writing CV of CA then include articleship exp.)

→ ACADEMIC ACHIEVEMENT -

→ CO-CURRICULAR ACHIEVEMENT -

→ PERSONAL DETAILS-

sex

DOB

Nationality

languages known

Mental status.

→ DECLARATION-

I hereby solemnly declared that all the above information given by me is true and correct to the best of my knowledge and if anything is incorrect I would be personally responsible.

→ PLACE-

→ DATE

NAME OF CANDIDATE

## \* format of functional Resume

NAME OF CANDIDATE

ADDRESS OF CANDIDATE

PHONE NUMBER (3)

(a)

(b)

(c)

Email Id

→ OBJECTIVE / GOAL / AMBITION

→ SUMMARY

→ SKILLS

A - Technical skills

\*

\*

B - Personal skills

\*

\*

→ EXPERIENCE -

A - company name

Job title -

Duration -

Responsibilities - ....

→ EDUCATION QUALIFICATION

→ ACADEMIC ACHIEVEMENT

→ CO-CURRICULAR ACHIEVEMENT

→ PERSONAL DETAILS

Sex

DOB

Nationality

Languages known

Marital status

→ DECLARATION

[as above format]

→ PLACE

→ DATE

NAME OF CANDIDATE

# \* format of cover letter

Sender's Address

Date

Receiver's Address

Designation

Company name

subject

Dear / Respected - sir / Madam

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

} Content

Thanking You,

Your's truly student

Name of sender

Enclosure - Resume

# \* Format of "Note Making" \*

## Title of the Passage

### 1. Main Heading

- 1.a } Sub heading
- 1.b } OR
- 1.c } Sub Points.

### 2. Main Heading

- 2.a } Sub heading
- 2.b } OR
- 2.c } Sub Points.

### Key

- Abbreviations

1

2

3

4

- Symbols

1 ↑ - increase

2 @ - at

## \* Format of "E-Mail" \*

From:

To:

CC:

BCC:

Subject:

Attachment:

Salutation [Dear/Respective]

Content

Regards

Name:

# Format of "Chronological Resume"

NAME OF CANDIDATE

ADDRESS OF CANDIDATE

PHONE NO.: \_\_\_\_\_ (Mobile No.)

\_\_\_\_\_ (Residential No.)

\_\_\_\_\_ (Alternate No.)

E-mail. Id: \_\_\_\_\_

OBJECTIVE / GOAL / AMBITION

EDUCATION QUALIFICATION:

[Recent to Past]

S. NO.	NAME OF QUALIFICATION	YEAR OF PASSING	RESULT (%)	BOARD

EXPERIENCE:

Only if you are writing  
C.V. of a CA then include articleship  
Experience.]

## ACADEMIC ACHIEVEMENTS:

- \*
- \*
- \*

## CO-CURRICULAR ACHIEVEMENTS:

- \*
- \*
- \*

## PERSONAL DETAILS:

- \* Sex:
- \* DOB:
- \* Nationality:
- \* Languages known:
- \* Marital Status:

## DECLARATION: [common lines]

I here by solemnly declare that all the above information given by me is true and correct to the best of my knowledge and if any thing is incorrect I would be personally responsible.

PLACE  
DATE

Name of Candidate

# Format of "Functional Resume"

NAME OF CANDIDATE.

ADDRESS OF CANDIDATE

PHONE NO.:

(Mobile No.)

(Residential No.)

(Alternate No.)

E-mail Id:

OBJECTIVE

SUMMARY

SKILLS

A) Technical Skills

\*

\*

\*

B) Personal Skills

\*

\*

\*

## EXPERIENCE [Recent to Past]

A) Company Name -

Job Title -

Duration -

Responsibilities - \*

\*

\*

## EDUCATION QUALIFICATION:

[Recent to Past]

S.NO.	NAME OF QUALIFICATION	YEAR OF PASSING	RESULT (%)	BOARD

## ACADEMIC ACHIEVEMENTS:

\*

\*

\*

## CO-CURRICULAR ACHIEVEMENTS:

\*

\*

\*

## PERSONAL DETAILS:

\* Sex:

\* DOB:

\* Nationality:

\* Languages known:

\* Marital Status:

## DECLARATION:

I here by solemnly declare that all the above information given by me is true and correct to the best of my knowledge and if anything is incorrect I would be personally responsible.

PLACE

DATE

Name of Candidate.

## Format of "Cover letter"

Sender's Address

Date

Receiver's Address

Designation

Company Name

Subject:

Dear / Respected Sir / madam,

} Content

Thanking You.

Yours Truly,

Name of Sender

ENCLOSURE: Resume.