Skillshort

Self-Study Preparation Pack

CSEET

Paper 1: Business Communication (subjective)

Important Topics, Weightage & Past-Paper Frequency

ICSI restructured CSEET syllabus (4 chapters) + Skillshort analysis of the ICSI June 2026 paper (code 711), the first restructured session

100 marks | Q1 compulsory 20 + five of seven × 16 | Grammar in every question

Contents

Weightage (estimated from the June 2026 paper) 2

Top 20 topics to prepare 2

This subject pack has 6 parts

1 Chapter-wise notes

2 Important topics & weightage

3 Past papers: trends & links

4 Mock tests + solutions

5 Chapter practice questions

6 Last-week plan & strategy

Prepared by Skillshort for self-study. Original explanations and questions; not an official ICAI/ICMAI/ICSI publication. Items marked VERIFY should be checked against the latest official material.

Weightage (estimated from the June 2026 paper)

The syllabus does not give official chapter weightages. The table shows the approximate marks in the June 2026 paper across all eight questions (the student answers six, i.e., 100 of about 132 marks).

Ch	Chapter	Approx. marks in paper (of ~132)	What was asked	Priority
1	Essentials of good English	~45	One-word substitutes, synonyms, spelling, full forms, punctuation (hyphen, quotation marks, apostrophe, angle brackets), sentence types, articles, error correction, passive voice, less/fewer, affect/effect, hardly ... when, idioms, comprehension (8 MCQs)	HIGH Very high
2	Communication	~45	Barriers (case), means of communication, PR, telephone etiquette, multicultural etiquette, two-way process, virtual meetings, True/False on communication	HIGH Very high
3	Business correspondence	~32	Notice of meeting, minutes, business report structure, semi-blocked business letter (delay in delivery), e-mail account features, memorandum vs office order	HIGH Very high
4	Business terminologies	~10	Zero-coupon bond, warrant, trespass, earnest money, vakalatnama, consortium, caveat emptor, ASSOCHAM	MED Medium (but sure marks)

Top 20 topics to prepare

#	Topic	Chapter	Type
1	Barriers and how to overcome them (case-based)	2	Theory / case
2	Notice, agenda, notes on agenda, minutes, ATR	3	Drafting
3	Business letter layouts (full block, semi-blocked)	3	Drafting
4	Memo vs office order vs circular	3	Theory / drafting
5	Business report format	3	Drafting
6	Process of communication and feedback	2	Theory
7	Means and types of communication	2	Theory
8	Etiquette – telephone, meeting, e-mail, multicultural	2	Theory
9	PR and advertisement	2	Theory
10	Virtual meetings, digital media, AI	2	Theory
11	Communication networks	2	Theory
12	Punctuation	1	Short answer
13	Active and passive voice	1	Short answer
14	Subject–verb agreement and error correction	1	Short answer
15	One-word substitution, synonyms, antonyms	1	Short answer
16	Idioms, proverbs, foreign phrases	1	Short answer
17	Comprehension and précis	1	Passage
18	Simple, compound and complex sentences	1	Short answer
19	Business terminologies	4	Short answer
20	Legal aspects – defamation, data privacy, disclaimer	2	Theory

STRATEGY **Choosing the five optional questions**

Read all seven optional questions in the reading time. Prefer questions with **drafting and grammar** parts – their marks are predictable – over questions with long theory answers. Never leave a drafting question without the **format** (heading, date, subject, signature): format alone earns marks.