Skillshort

Self-Study Preparation Pack

CSEET

Paper 1: Business Communication (subjective)

Last-Week Plan, Drafting Checklists & Exam Strategy

February 2027 session (first week of February 2027 – check your admit card) · Paper 1 is on the first day, 2:30–5:45 pm including 15 minutes of reading time VERIFY

7 days | 2 mocks | Drafting checklists

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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.

7-day plan

Day	Session 1 (2 h)	Session 2 (2 h)	Session 3 (1 h)
7	Ch 1 grammar tables	Practice set 1	Vocabulary lists
6	Ch 2 communication theory	Practice set 2	Etiquette points
5	Ch 3 formats – write each once	Practice set 3	Terminology table
4	**Mock Test 1** (3 h)	Check with model answers	Mistake log
3	Weak areas	ICSI June 2026 paper (file 03)	Vocabulary
2	**Mock Test 2** (3 h)	Check	Formats once more
1	Checklists below + vocabulary	Light revision	Sleep early

NOTE **Paper 1 is on the first day of the CSEET, so the week before the exam belongs to this paper. Keep 30 minutes daily for vocabulary even while preparing the other papers.**

Drafting checklists

Document	Must contain
Business letter	Letterhead, reference, date, inside address, salutation, **subject**, body (3 paragraphs), complimentary close, signature with designation, enclosures
Notice of meeting	Company name, CIN, registered office, **type and number of meeting, day, date, time, venue / VC**, business, "By order of the Board", CS signature, place, date
Agenda / notes on agenda	Numbered items in order; notes with background and **draft resolution**
Minutes	Meeting number, date, time, place; present / in attendance; chairman; quorum; leave of absence; items with **RESOLVED THAT ...**; closing time; chairman's signature
ATR	Item, decision, responsibility, action taken, status
Memo	MEMORANDUM, reference, date, To, From, Subject, body, signature, cc
Office order / circular	Number, date, subject, addressees, effective date, authority
Report	To/From/Date/Subject, terms of reference, procedure, findings, conclusions, recommendations, signature
E-mail	To/cc/bcc, clear subject, salutation, short body, closing, signature

Time plan in the hall

Time	Action
Reading time (15 min)	Read all questions; choose the five optional ones; plan the drafting answers
0–35 min	Q1 (20 marks)
35–175 min	Five questions × about 28 minutes each
Last 5 min	Check grammar answers, question numbers and underlining

STRATEGY **Presentation rules**

- Start every question on a **new page**; write question numbers clearly.
- Use **headings, numbered points and underlining** of key words; draw boxes for drafting formats.
- For grammar items, write the full corrected sentence and underline the change.
- In theory answers, end with a one-line **conclusion** or example.