

**Class – X**  
**REVISED SYLLABUS**  
**(For the Session of 2020-21 Only)**  
**Elements of Business**  
**(THEORY)**

- I. Office Routine : Different departments of Business establishment, Filing methods, copying methods.
- II. Business Correspondence: Essential forms of a good business letter, writing of simple business letters of enquiry, order.
- III. Banks : Functions of a Bank, Kinds of account and their operation; traveller's cheques.
- IV. Negotiable Instruments : Nature, kinds of cheques, crossing, dishonouring of a cheque.
- V. Bills of Exchange : Kinds, parties, Promissory notes and Hundies