

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

1. ***Office Routine*** : Handling inward and outward mail, indexing methods, duplicating methods.
2. ***Business Correspondence*** : Quotations, Reference, Advice and Complaints
3. ***Banks*** : Bank drafts, Post Office Saving Bank
4. ***Negotiable Instruments*** : Endorsement
5. ***Bills of Exchange*** : Negotiation, Endorsing, Dishonouring