

CSEET

BUSINESS COMMUNICATION

Effective business communication is critical for a company secretary's duties, which include monitoring compliance, advising the board, and collaborating with numerous stakeholders. A CS must draft agenda, minutes, and reports with clarity and communicate complicated legal requirements in an understandable manner, engage with authorities and shareholders in a professional manner and guarantee that information flows smoothly inside the company. Business communication is a crucial component of the CS profession since it helps the CS uphold transparency, promote good governance, and increase the company's credibility.

The objective of Business Communication in CSEET is:

- To help future Company Secretaries communicate clearly and effectively in a professional environment.
- To make students confident and capable of sharing business information accurately and professionally, which is essential for a successful career as a Company Secretary.
- To teach students how to write letters, emails, notices, reports, and make presentations in a clear and professional way.

The objective of the study material Business Communication is to provide students with the learning material according to the syllabus of the subject of the CSEET. The students are advised to refer to the updations at the Regulator's website and other websites as applicable, Supplement relevant for the subject issued by ICSI and monthly CSEET e-Bulletin. In the event of any doubt, students may write to the Directorate of Academics in the Institute for clarification at academics@icsi.edu.

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