

# CSEET e-BULLETIN

APRIL 2020



**THE INSTITUTE OF  
Company Secretaries of India**

**भारतीय कम्पनी सचिव संस्थान**

**IN PURSUIT OF PROFESSIONAL EXCELLENCE**

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

# How to Prepare for CSEET

In light of the introduction of CSEET, it is essential to know about as to how to prepare for it, in order to score good marks. The following points lay emphasis on the preparation of CSEET:

1. **Understanding of the CSEET Syllabus** : For any entrance test, we must be thoroughly aware of its syllabus, i.e. the Papers covered under the entrance test, topics and sub-topics covered under various Papers; otherwise our preparation may not be appropriate. In view of this, it is advisable that the candidates must go through the syllabus in detail to know the coverage of the contents under various Papers. For referring detailed syllabus, please access at:

[https://www.icsi.edu/media/webmodules/CSEET\\_SYLLABUS.pdf](https://www.icsi.edu/media/webmodules/CSEET_SYLLABUS.pdf)

2. **Reading Materials/CSEET Bulletin**

Candidates are advised to thoroughly go through the Reference Reading Material. The reference material is available on four Papers at ICSI website :

<b>Paper 1 :</b> <b>Business Communication</b>	<b>Paper 2 :</b> <b>Legal Aptitude and Logical Reasoning</b>
<b>Paper 3 :</b> <b>Economic and Business Environment</b>	<b>Paper 4 :</b> <b>Current Affairs and Viva Voice</b>

The Reference Reading Material may be accessed at:

<https://www.icsi.edu/reference-reading-material/>

However, a candidate may refer other books / reading material also available on Business Communication, Legal Aptitude, Logical Reasoning, Economics, Business Environment and Current Affairs.

For providing latest developments and concepts on various Papers of CSEET and other relevant information pertaining to CSEET, the Institute is going to introduce CSEET E-bulletin, an innovative learning approach.

3. **Joining CSEET Preparation Classes** : We are pleased to inform that the Institute has commenced with CSEET classes at various Regional / Chapter Offices situated across India. In these classes, renowned and learned faculty members conduct sessions on the Papers of CSEET. The details of CSEET Preparation Classes may be accessed at:

[https://www.icsi.edu/media/webmodules/Schedule\\_of\\_Classes\\_for\\_1st\\_CSEET\\_Test\\_to\\_be\\_held\\_in\\_the\\_month\\_of\\_May\\_2020.pdf](https://www.icsi.edu/media/webmodules/Schedule_of_Classes_for_1st_CSEET_Test_to_be_held_in_the_month_of_May_2020.pdf)

## CSEET Paperwise Guidance

- (a) CS Executive Entrance Test (CSSET) will be a Computer Based Examination (CBT) which will be conducted at designated Test Centres. The structure of the CSEET is as under:

<i>S.No.</i>	<i>Subject</i>	<i>No. of Questions</i>	<i>Marks</i>
1.	Business Communication	35	50
2.	Legal Aptitude and Logical Reasoning	35	50
3.	Economic and Business Environment	35	50
4.	Current Affairs	15	20
	Total	120	170

- (b) **Viva Voice** - The Presentation and Communication Skills (Viva Voce) of 15 Minutes for 30 Marks will be conducted simultaneously with or immediately after the MCQ based CBT through online mode.

### ***Expectations out of Paper-1: Business Communication***

Business Communication comprises of four units divided into eight lessons. The objective of this Paper is to test the knowledge of the candidates pertaining to essentials of English Grammar and critical aspects of Business Communication. The candidates are expected to be well versed with the basic concepts of English Grammar and its usage. The unit on Communication emphasises the importance of communication in an organisation, i.e. the various mediums and modes of communication within an organisation and the barriers related to it.

Business Correspondence being an important element in the day to day operations of an organisation is also dealt in this paper and covers various forms of internal and external communication and concepts like Management Information system, email etc. The candidates should also be aware of the various business terminologies used in day to day functioning of an organisation.

#### **Recommended websites for reference :**

- <https://www.iabc.com/>
- <https://www.businesscommunication.org/>
- <https://hbr.org/topic/communication>
- <http://blog.britishcouncil.org.in/tag/business-communication/>

#### **Reference books :**

1. Art And Science Of Business Communication by Chaturvedi, Pearson India, 4th edition
2. Business Studies: Principles and Functions of Management- Part I, Textbook for Class XII by NCERT
3. Business Communication by R K Madhukar, Vikas Publications, 3rd edition
4. Business Communication: Making Connections in a Digital World by Raymond Lesikar, Marie Flatley, Kathryn Rentz, Neerja Pande, McGraw Hill Education; 11th edition
5. Business Communication by K K Sinha, Taxmann Publication, 4th revised edition
6. Business Communication by N Gupta and P Mahajan, Sahitya Bhawan Publications
7. Business Communication by Meenakshi Raman and Prakash Singh, Oxford University Press, 2nd edition

## *Sample Questions*

### **Business Communication (Paper-1)**

1. The struggle for justice brings..... the best of moral qualities in men.
  - a) Forward
  - b) About
  - c) In
  - d) Out
2. Give Synonym for the following word:  
*Pensive*
  - a) Sad
  - b) Thoughtful
  - c) Tormenting
  - d) Affectionate
3. Give Antonyms for the following word:  
*Startled*
  - a) Amused
  - b) Relaxed
  - c) Endless
  - d) Astonished
4. Choose the correct spelling
  - a) integrity
  - b) intigerity
  - c) integerety
  - d) integrety
5. Choose the explanation that catches the spirit of the idiom/phrase:  
Crocodile tears
  - a) True tears
  - b) Insincere tears
  - c) Very angry
  - d) Very Sad
6. Rearrange the following parts (i, ii, iii and iv) in proper sequence to obtain a correct sentence.
  - i. The CEO
  - ii. of making the right decision
  - iii. was not scared
  - iv. despite a loss in profits
  - a) i, ii, iii, iv
  - b) i, ii, iv, iii



- c) i, iii, ii, iv  
d) ii, iii, iv, i
7. \_\_\_\_\_ enables the sender to know whether or not his message has been received and interpreted correctly.  
a) Encoding  
b) Decoding  
c) Feedback  
d) Noise
8. The word 'confidential' superscribed on the envelope is a \_\_\_\_\_.  
a) Salutation  
b) Special marking  
c) Subject line  
d) Attention line
9. Email can be filtered using the \_\_\_\_\_ option which prevents unwanted mails from entering your inbox.  
a) Spam  
b) Trash  
c) Sent  
d) All of the above
10. A list of items in stock at a given point of time is called \_\_\_\_\_.  
a) Lease  
b) Inventory  
c) Jury  
d) Liabilities

### ***Answers***

<b>1 - d</b>	<b>2 - b</b>	<b>3 - b</b>	<b>4 - a</b>	<b>5 - b</b>
<b>6 - c</b>	<b>7 - c</b>	<b>8 - b</b>	<b>9 - a</b>	<b>10 - b</b>

## ***Expectations out of Paper 2 - Legal Aptitude and Logical Reasoning***

'Legal Aptitude and Logical Reasoning' aims at judging the legal aptitude, research aptitude, logical aptitude and problem solving ability of the candidates. Legal Aptitude and Logical Reasoning comprises of two parts and divided into eight chapters.

*What is expected out of Legal Reasoning?*

The Legal Reasoning section checks your legal reasoning rather than legal knowledge. The section is based on established propositions of law, current events in law, legal facts and principles of law.

*What is expected out of Logical reasoning?*

Logical reasoning is a highly specialized thinking which helps an individual to explore the *cause and effect relationship of an event or solution of a problem. It is always supported by the logic and reasoning of the candidate*

The motive of the section is to judge a candidate's ability as to deducing and inducing the solution, problem-solving ability and aptitude based on logic and reasoning.

### **Legal Aptitude and Logical Reasoning: Few Tips**

*Legal Aptitude:*

- ☐ Identifying and inferring the principles and rules of law in the given question.
- ☐ Applying such principles and rules to different fact situations.
- ☐ Understanding how changes to the principles or rules may make amends in their application to different fact situations.

*Logical Reasoning*

- ☐ Logic only ensures a valid conclusion.
- ☐ This conclusion may or may not be consistent with our usual experience. But the questions based on logic are to be solved only as per information provided, without using one's own conscience.
- ☐ Therefore, conclusion should follow directly from the statements provided in question, and no deviation from it is allowed.
- ☐ Questions on Logical Reasoning are of different types. You may be asked to derive an inference or a conclusion from given statements. Sometimes, you have to consider a statement and decide from among given assumptions, which one is more implicit in the statement and which is not.
- ☐ You may have to weigh pros and cons of some arguments given for a statement.
- ☐ You will have to decide whether the argument is a strong argument or a weak argument.
- ☐ *The key to have a command over this Chapter is to practise as many questions as you can.*

### **Recommended websites for reference :**

Candidates may refer the following websites and books for their further reference and preparation:

1. <https://www.icsi.edu/home/>
2. CSSET Reference Reading Material By ICSI
3. Analytical Reasoning by M. K.Pandey
4. Legal Aptitude by A.P. Bharadwaj
5. Legal Aptitude and Logical Reasoning by Taxmann
6. Logical Reasoning by R.S Aggarwal
7. Verbal Reasoning by R.S. Aggarwal

### Sample Questions

#### Legal Aptitude and Logical Reasoning (Paper - 2)

1. Article \_\_\_\_\_ of Indian Constitution discusses the concept of Right to equality.
  - a) Article 5
  - b) Article 11
  - c) Article 12
  - d) Article 14
2. Which Article is related with "Abolition of Untouchability"?
  - a) Article 20
  - b) Article 19
  - c) Article 18
  - d) Article 17
3. Which of the following is called 'Mini Constitution'?
  - a) Government of India Act, 1935
  - b) 42nd Constitutional Amendment
  - c) 44th constitutional amendment
  - d) Government of India Act, 1919
4. Which of the following statements is false?
  - a) Most of the structure of the Indian Constitution has been taken from the Government of India Act, 1935.
  - b) The original constitution had 10 schedules
  - c) The part related to Polity of the Indian Constitution is taken from the British Constitution
  - d) Article 368 is related to the constitutional amendment
5. What is known as a charter of a Company?
  - a) Memorandum of Association
  - b) Bye Laws
  - c) Article of Association
  - d) Prospectus
6. Which of the following feature is not essential for a contract?
  - a) It should be in writing only
  - b) free consent of parties competent to contract
  - c) lawful consideration and with a lawful object
  - d) It should not be declared void expressly



7. A person who is the husband of my son's sister is my  
 a) Nephew  
 b) Son-in-law  
 c) Son  
 d) Brother
8. In a row of trees, one tree is fifth from either end of the row. How many trees are there in the row?  
 a) 8  
 b) 9  
 c) 10  
 d) 11
9. Look at this series: 12, 11, 13, 12, 14, 13, ... What number should come next?  
 a) 10  
 b) 16  
 c) 13  
 d) 15
10. Which word does NOT belong with the others?  
 a) Tyre  
 b) Steering Wheel  
 c) Car  
 d) Engine

### ***Answers***

<b>1 - d</b>	<b>2 - d</b>	<b>3 - b</b>	<b>4 - b</b>	<b>5 - a</b>
<b>6 - a</b>	<b>7 - b</b>	<b>8 - b</b>	<b>9 - d</b>	<b>10 - c</b>

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### ***Expectations out of Paper 3 - Economic and Business Environment***

The Economic and Business Environment Paper aims to gauge the understanding of the students regarding various significant concepts of both micro and macro economics and business environment. Since, a business operates under a given economic and business environment which is subject to changes in government policies, it is essential to understand the basic concepts of economics and business, that will ease the process of learning at different stages of profession.

Thus, CSEET expects students to be familiar with important concepts pertaining to micro and macro economics and business environment and latest developments taking place in them.

#### **Recommended websites for Reference :**

1. <https://economictimes.indiatimes.com/>
2. <https://niti.gov.in/>
3. <https://opentextbc.ca/businessopenstax/chapter/understanding-the-business-environment/>
4. <https://www.toppr.com/guides/business-economics/theory-of-demand/law-of-demand-and-elasticity-of-demand/>
5. <http://www.mospi.gov.in/>
6. <https://www.finmin.nic.in/>
7. <https://nsdcindia.org/>

#### **Recommended Reference Books:**

1. Macroeconomics by Ahuja H.L., S.Chand
2. A Textbook of Microeconomic Theory by Pankaj Tandon, Sage Publications
3. Business Environment in India by Chopra BK, Everest Publishing

## Sample Questions

### Economic and Business Environment (Paper-3)

1. According to \_\_\_\_\_, other things being equal, if price of commodity falls, the quantity demanded of it will rise, and if price of commodity rises, its quantity will decline.
  - a) Law of Demand
  - b) Law of Supply
  - c) Law of Diminishing Marginal Utility
  - d) Law of Increasing Marginal Utility
  
2. When a small change in price of a product causes a major change in its demand, it is said to be \_\_\_\_\_.
  - a) Relatively inelastic demand
  - b) Perfectly elastic demand
  - c) Perfectly inelastic demand
  - d) Unitary elastic demand
  
3. Which of the following is not the method of measuring national income?
  - a) Product Method
  - b) Income Method
  - c) Expenditure Method
  - d) Profit Method
  
4. The formula for computing Real GDP is:
  - a)  $\text{GDP for the Current Year} \times \text{Base Year (100)}$
  - b)  $\text{GDP for the Base Year} \times \text{Current Year Index}$
  - c)  $\text{GDP for the Current Year} \times \text{Base Year (100)} / \text{Current Year Index}$
  - d)  $\text{GDP for the Current Year} / \text{Base Year (100)}$
  
5. The components of Capital Budget are:
  - a) Capital Receipts and Capital Expenditure
  - b) Capital Receipts and Revenue Receipts
  - c) Only Capital Expenditure
  - d) Only Capital Receipts
  
6. Which of the following is not covered under the commercial banks?
  - a) Public sector banks
  - b) Private sector banks
  - c) Reserve Bank of India
  - d) Foreign banks

7. \_\_\_\_\_ is aimed at promoting exports of services from India by providing duty scrip credit for eligible support
- Services Exports from India Scheme
  - Services Exports from States Scheme
  - Services Exports Support Scheme
  - Services Exports Surety Scheme
8. \_\_\_\_\_ could be in the form of either establishing business operations or by entering into joint ventures by mergers and acquisitions, building new facilities etc.
- Foreign Portfolio Investment
  - Foreign Direct Investment
  - Foreign Institutional Investment
  - Foreign Innovative Investment
9. Which of the following is / are the component /s of business environment?
- Political Environment
  - Economic Environment
  - Social Environment
  - All of the above
10. The Competition Commission of India (CCI) was established under the \_\_\_\_\_
- Companies Act, 1956
  - Competition Act, 2002
  - Consumer Protection Act, 1986
  - Indian Contract Act, 1872

### *Answers*

<b>1 - a</b>	<b>2 - b</b>	<b>3 - d</b>	<b>4 - c</b>	<b>5 - a</b>
<b>6 - c</b>	<b>7 - a</b>	<b>8 - b</b>	<b>9 - d</b>	<b>10 - b</b>

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### ***Expectations out of Paper 4 - Current Affairs***

Current Affairs is the most scoring section in any competitive examination. Candidates who want to perform well in their exams must concentrate on the current affairs section meticulously. It plays a pivotal role in cracking the examination but this is only possible if students stay updated with latest happenings around the nation and world.

Students are advised to keep updating themselves continuously by reading economic dailies, newspapers, business journals, magazines etc. Students are also advised to go through with the CSEET e-bulletin and other updates which will be regularly circulated by the Institute.

Students are expected to update themselves with all important international and national affairs such as important dates and events, economic and financial affairs, appointments, summits and conferences and their themes, awards and achievement, sports affairs, art and culture, legal affairs, international diplomacy, science and technology etc.

Some of the websites which students may refer while preparing for current affairs are as under:

1. <https://www.jagranjosh.com/current-affairs>
2. <https://currentaffairs.gktoday.in/>
3. <https://www.indiatoday.in/education-today/gk-and-current-affairs>
4. <https://www.vajiramandravi.com/current-affair-material.php>
5. <https://affairsccloud.com/current-affairs/>
6. <https://examsdaily.in/current-affairs>

### **Suggested Readings:**

1. Banking Service Chronicle
2. Current Affairs today
3. Wizard Current Affairs
4. Competition Success Review
5. Civil Service Chronicle
6. Business Today

**Sample Questions**  
**Current Affairs (Paper-4)**

1. G-20 summit 2019 was held in which of the following country?
  - a) Japan
  - b) India
  - c) China
  - d) Saudi Arabia
2. Who is the current Chief Minister of Madhya Pradesh?
  - a) Kamal Nath
  - b) Digvijaya Singh
  - c) Jyotiraditya Scindia
  - d) Shivraj Singh Chouhan
3. The legislative assembly of which among the following states has become paperless?
  - a) Andhra Pradesh
  - b) Arunachal Pradesh
  - c) Jharkhand
  - d) Uttar Pradesh
4. Who is the current speaker of Lok Sabha?
  - a) Om Birla
  - b) Sumitra Mahajan
  - c) Meira Kumar
  - d) Somnath Chatterjee
5. India has been ranked at which position in the list of world's largest economies, as per IMF data?
  - a) Seventh
  - b) Fifth
  - c) Sixth
  - d) Fourth
6. Which company will use ISRO's NavIC navigation technology in its upcoming smartphones for the first time in the world?
  - a) Samsung
  - b) Realme
  - c) Nokia
  - d) Vivo



7. The shooting and archery events of the Birmingham Commonwealth Games 2022 will be held in which Indian city?
  - a) Chandigarh
  - b) Bengaluru
  - c) New Delhi
  - d) Kochi
8. The Reserve Bank of India conducted Financial Literacy Week from February 10 to 14, 2020 on which of the following theme?
  - a) Consumer Protection
  - b) Farmers
  - c) Micro, Small and Medium Enterprises (MSMEs)
  - d) Educate the Customers
9. Which place won the best Swachh Iconic Place award in Swachh Bharat Mission Awards?
  - a) Golden Temple
  - b) Tirupati Balaji Temple
  - c) Vaishno Devi Temple
  - d) Shirdi Sai Baba Temple
10. Who among the following conferred Padma Vibhushan Award 2020 in the field of Public Affairs?
  - a) Arun Jaitley
  - b) Syed Muazzem Ali
  - c) M. C Mary Kom
  - d) Amit Shah

### ***Answers***

<b>1 - a</b>	<b>2 - d</b>	<b>3 - b</b>	<b>4 - a</b>	<b>5 - b</b>
<b>6 - b</b>	<b>7 - a</b>	<b>8 - c</b>	<b>9 - c</b>	<b>10 - a</b>

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### ***How to Prepare for Viva and Mock Questions***

In CS Executive Entrance Test (CSEET), the part B of Paper 4- Current Affairs and Viva Voice comprises of Viva-Voice. Candidates' basic communication skills are tested through viva-voce through very basic questions that is being asked in common parlance. Eg., Why do you want to pursue CS Course?

Viva voice helps in building self-confidence, articulation skills, public speaking skills and vocabulary. Keeping in view the relevance of communication skills in today's business scenario and the need for future Company Secretary to be well versed with communication skills, the Paper 4 of CSEET has included Viva voce portion.

It is to be noted that in Viva Voice, no domain knowledge will be tested. It has been included to test the basic communication skills of the candidates, i.e. how well a candidate is in communicating his thoughts and ideas.

In order to prepare for Viva Voice a candidate may do the following:

1. Read English Newspapers like, Times of India, Economic Times, Business Standard, Statesman, Telegraph, Business Line etc. and read the newspaper in front of the mirror to observe his / her expressions while reading the newspaper and fluency in reading.
2. Practice in front of mirror of speaking in English about himself / herself for 5 minutes about introducing himself / herself by mentioning his / her name, about family members, what their parents do, about school, hobbies, what they want to be in future etc.
3. Follow English News Channel anchors on how they read or present the news item.
4. The candidates may quickly sequence the thoughts and may present their answers to questions that are being asked.

Some of the Mock Questions that students may practice are as under:

- Q1. Why you want to join Company Secretary Course?
- Q2. What is the current state of Indian economy? (in a very general manner).
- Q3. Tell us about yourself.
- Q4. What are the goals of your life?
- Q5. What are your strengths and weaknesses?
- Q6. Can you briefly explain the role of Company Secretary in a Company?

## Motto

सत्यं वद। धर्मं चर।

इष्टवर्क तेह त्रुथे. अबेवेह ब्यु तेह लव्.

## Vision

"To be a global leader in promoting good corporate governance"

## Mission

"To develop high calibre professionals facilitating good corporate governance"



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