**BUSINESS STUDIES JSS 3**

**SECOND TERM**

## SCHEME OF WORK

**WEEK TOPICS**

1. Personal Finance- Meaning, Source of Finance for Individual, Consumer and Choice, Scale of Preference. Modesty. Effects of Living Modestly.
2. Trial Balance.
3. Trading Account.
4. Profit and Loss Account
5. Balance Sheet
6. Procedure of Making Payment and Receipt.
7. Erasing Techniques Using-Rubber, Correction Liquid, Correction Paper. Erasing on the following: Top Copy, Carbon Copy and Carbon Copies.
8. Memorandum- Purpose, Layout, Special Features. Personal Letters- Address, Date,Salutation, Body, Closing. Envelope Addressing.
9. Business Letter-Heading, Opening, Body, Closing. Layout of Business Semi-blocked style, Modified block style. Business letters with Subject Heading, Enclosures, Letter-head Carbon Paper, Flimsy Paper.
10. Simple Tabulation, Table creation, keyboard items into a table.

11& 12 Revisions & Examination

**Week One**

**Topic: Personal Finance**

Content:

Meaning of Personal Finance

Personal finance refers to the management of an individual's money and assets. It involves how an individual handles their income, expenses, and savings.

Sources of Finance for Individuals

Individuals can obtain funds from various sources, including personal savings, bank loans, borrowing from friends and relatives, and credit facilities from suppliers.

Uses of Personal Budget

A budget is an estimate of income and expenditure for a specific period. It helps individuals plan their spending, discourages extravagant expenses, allocates funds to different expenses, and provides insights into one's financial status.

Meaning of Scale of Preference

Scale of preference is the arrangement of an individual’s needs in order of priority. It involves prioritizing essential items over luxuries based on necessity.

Modesty and its Attributes

Modesty refers to living within one's means without extravagance. Its attributes include living within one’s means, prudence, contentment, and simplicity. Modesty encourages self-control and discourages corrupt practices.

Consumption and Choice

Consumption represents the goods and services people buy and use. Due to limited resources, individuals make choices among their needs, deciding which items to prioritize based on their importance.

Preparation of an Individual Budget

Common items included in an individual’s personal budget are food, house rent, medical care, education, clothing, personal care products, electricity and water rates, transportation, religious commitments (e.g., tithes and offerings), and miscellaneous expenses.

General Revision Questions

1. What is an invoice?

2. List five items that can be contained in an invoice.

3. Who issues an invoice?

4. Differentiate between an invoice and a pro forma invoice.

5. Differentiate between a debit note and a credit note.

Weekend Assignment

1. The management of one’s personal money is termed as \_\_\_\_\_

A. budget

B. scale of preference

C. personal finance

D. consumption

2. All these are sources of funds that may be available for an individual except\_\_\_\_

A. loan from bank

B. trade credit

C. issue of shares

D. personal savings

3. The arrangement of needs in order of importance is known as \_\_\_\_\_

A. personal finance

B. choice

C. budget

D. scale of preference

4. Governments prepare the budget \_\_\_\_\_

A. monthly

B. yearly

C. quarterly

D. bi-annually

5. The estimate of income and expenditure is called\_\_\_\_\_

A. scale of preference

B. consumption

C. budget

D. personal finance

Theory

1. What is personal finance?

2. Enumerate five essential items in a personal budget.

3. State two uses of a budget.

**WEEK TWO**

**Topic: Trial Balance**

Content:

Meaning of a Trial Balance:

A trial balance is a comprehensive list of debit and credit balances extracted directly from the ledger. Its purpose is to demonstrate the arithmetical accuracy of ledger entries. In the context of double-entry bookkeeping, the totals of both the debit and credit columns in the trial balance must align. When they don't, it indicates the presence of one or more errors in the ledger. However, it's essential to note that the agreement of a trial balance doesn't guarantee error-free accounts. Certain errors can occur without affecting the trial balance's agreement.

Uses of a Trial Balance:

1. A trial balance serves as a tool to validate the arithmetical accuracy of ledger postings.

2. It presents a summarized overview of account balances from the general ledger, providing a quick glance at the financial status.

3. The trial balance plays a crucial role in the preparation of the trading account, profit and loss account, and the balance sheet.

**FORMAT OF A TRIAL BALANCE**

**Lucy Enterprises**

**Trial Balance As At 31st December, 2002**

Particulars Folio DR CR

-----------------------------------------------------------------------------------------------------------------

N N

**ILLUSTRATION 1**

Prepare a trial balance from the following accounts:

Creditors. N2784, bank overdraft N1980 and Purchases N4764

**SOLUTION**

**TRIAL BALANCE AS AT …………………..**

DR CR

N N

Creditors ---------------------------- 2784

Bank Overdraft----------------------- 1980

Purchases ----------------------------- 4764

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4764 4764

===== =====

**ILLUSTRATION 2**

Prepare a trial balance from the ledger account balances :

Capital N1,000, Creditors N100, Purchases N4764, Sales N5194,

Stocks N480, Debtors N100 and Cash N950

SOLUTION

TRIAL BALANCE AS AT ………………….

DR CR

N N

Capital-------------------------------- 1000

Creditor--------------------------------------- 100

Sales --------------------------------------- 5194

Purchases -------------------------------- 4764

Stocks-------------------------------- 480

Debtors ----------------------------------- 100

Cash in hand ----------------------------- 950

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6294 6294

. ===== =====

**EVALUATION**

1. State the rules of posting entries into the trial balance
2. State two uses of a trial balance

**GENERAL REVISION QUESTIONS**

1. What is a cash book?

2. Mention the types of cash book.

3. State the principle of double entry.

4. Draw the format of a ledger.

5. Which type of the cash book is similar to the format of a ledger?

**WEEKEND ASSIGNMENT**

1. All expenses are ----------- in the trial balance A. debited B. credited C. added D. deducted

2 All liabilities and incomes should be --------- A. debited B earmarked C credited D added

3 Which of the following is credited in the trial balance? A Loan B Purchases C Wages D rent

4 Drawings is ------------- in the trial balance A. credited B. debited C added D deducted

5 All liabilities are ------------ in the trial balance A debited B. credited C. added D. deducted

**THEORY**

1. What is a trial balance?
2. Sketch a format of the trial balance with at least seven entries on the credit side and fifteen entries on the debit side.

**WEEK THREE**

**Topic: Trading Account**

Content:

Definition of Trading Account:

The Trading Account is a financial statement prepared following the trial balance. Its purpose is to determine the gross profit or gross loss of a trading concern.

Purpose of Trading Account:

The purpose of creating the trading account is to assess the profitability of a business, specifically to calculate the gross profit or gross loss.

Terminologies Involved in the Preparation of the Trading Account:

1. Opening Stock: The value of goods in stock at the start of a trading period.

2. Purchases: The total value of both cash and credit purchases during the trading period.

3. Purchases Returns or Returns Outwards: The value of goods returned to suppliers by the business.

4. Net Purchases: Total purchases minus returns outwards or purchases less purchase returns for the period.

5. \*\*Cost of Goods Available for Sale:\*\* Calculated by adding purchases to opening stock and subtracting purchases returns.

6. Closing Stock: The value of unsold goods at the end of the trading period.

7. Cost of Goods Sold: Determined as: Opening stock + Purchases – Returns Outwards – Closing stock.

8. Gross Profit: Excess of net sales over the cost of goods sold.

9. Gross Loss: Excess of cost of goods sold over net sales.

10. Net Sales: Sales revenue (cash and credit sales) minus sales return or return inwards.

11. Returns Inwards or Sales Returns: Value of goods returned by customers due to various reasons.

12. Sales: Total value of all cash and credit sales during the trading period.

13. Carriage Inwards: Carriage costs related to purchases.

**Working Exercise of a Trading Account**

Question: From the following trial balance of Diligent Stores Ltd, Draw up a trading for the year ended 31st December 2009:-

**PARTICULARS**  DR CR

N N

Capital\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 22,636

Stock\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2,368

Carriage outwards\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 200

Carriage inwards\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 310

Returns inward\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 205

Sales\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 18,600

Purchases \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11,874

Return outwards\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 322

Salaries and wages\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3,862

Rent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 304

Insurance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 78

Sundry expenses\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 664

Advertising \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 216

General Expenses\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 480

Bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10,482

Debtors \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3,896

Motor Van\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 350

Furniture and fittings\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1,800

Land and buildings \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5,000

Creditors \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1,731

Drawings \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1,200

43,289 43,289

Stock at 31st December 2009 was N3, 000

**SOLUTION**

**DILIGENT STORES LTD**

**Trading, Profit & Loss Account For The Year Ended 31st December 2009**

₦ ₦ ₦ ₦

Openingstock 2368 Sales 18,600 Add purchases 11,874 Less Sales Return 205

Add carriage Inwards 310 18,395

12,184 NET SALES

Less Purchase Returns 322

NET PURCHASES 11,862

COST OF GOODS AVAILABLE FOR SALE 14,230

Less Closing Stock 3,000

COST OF GOODS SOLD 11,230

Gross Profit c/d 7,165

18,395 18,395

**NOTE:** The above trading account is prepared using the conventional or “T” method. The vertical method will be used later.

**EVALUTION**

1. Write a short note on trading account
2. State the purposes of preparing a profit and loss account.

**GENERAL REVISION QUESTIONS**

1. What is a petty cash book?

2. Mention three items that can appear in the petty cash book.

3. Who keeps the petty cash book?

4. Define imprest system.

5. What is the amount of money given to the petty cashier at the beginning of the period called?

**WEEKEND ASSIGNMENT:**

1. A return outward is \_\_\_\_\_\_\_\_\_\_ Purchases A. added to B. deducted from C. Similar to

D. not related to.

1. Purchases returns is the same as A. purchases journal B. Returns outwards C. net sale D. Returns outwards journal.
2. Which of the following statements is correct? A. Net sales = sale + sale returns B. Cost of goods sold = opening stock + closing stock C. Gross profit = Net sales – cost of goods sold D. None of the above.
3. Which of the following is posted to trading account? A. Carriage outwards B. Carriage inward

C. Rent D. Discount received.

1. Which of the following equations is correct? A. Net profit = Gross profit + other incomes – total expenses B. Net sales + closing stock = gross profit C. opening stock + closing stock = cost of sales D. Sales – purchases = Net profit.

**THEORY**

1. Write short notes on Trading Account

2. Prepare a format of a Trading Account showing its items

**WEEK FOUR**

**TOPIC: PROFIT AND LOSS ACCOUNT**

**Content:**

1. Definition of Profit and Loss Account (P & L Account)
2. Purpose of Profit and Loss Account

**Profit & Loss Account:** This is an account prepared after the preparation of the Trading Account. It is debited with all operational expenses and credited with the gross profit and all other revenue accruing to a business.

**Purpose of Preparing the Profit & Loss Account**

The P&L account is prepared either to ascertain net profit or net loss.

**Worked Example:**

Question: From the trial balance of Diligent Stores Ltd above, you are required to prepare the Profit and Loss Account of the company for the year ended 31st December, 2009.

**Solution**

**DILIGENT STORES LTD**

**Profit & Loss Account for the year ended 31st December 2009.**

NN

Less EXPENSES: Gross profit brought 7,165

Carriage outwards 200 down from Trading

Salaries and wages 3,862 Account 7,165

Rent 304

Insurance 74

Sundry expenses 664

Advertising 216

General expenses 480

NET PROFIT 1,361

7,165 7,165

**EVALUATION**

* 1. Write a short note on profit and loss account.
  2. State the purpose of preparing a profit and loss account.

**GENERAL REVISION QUESTIONS**

1. What is a petty cash book?

2. Mention three items that can appear in the petty cash book.

3. Who keeps the petty cash book?

4. Define imprest system.

5. What is the amount of money given to the petty cashier at the beginning of the period called?

**WEEKEND ASSIGNMENT**

* 1. Which of the following is an item in the profit and loss account? A. sales B. purchases C. carriage inward D. carriage outward.
  2. All of the following are expenses in the profit and loss account except\_\_ A. discount received B. electricity C. discount allowed D. rent and rates.
  3. \_\_\_\_ is an item credited in profit and loss account. A. insurance B. drawings C. rent received D. salaries and wages.
  4. The purpose of preparing profit and loss account is to ascertain the \_\_\_\_\_\_of the business A. net profit /gross loss B. net income C. gross profit /gross loss D. net profit/ /net loss.
  5. In the profit and loss account all expenses are\_\_\_ A. debited B. credited C. closed down D. added to the gross profit.

**THEORY**

* + 1. Write short notes on Profit and Loss account.
    2. Prepare a format of a Profit and Loss Account with four items on the credit side and twelve items or entries on the debit side.

**WEEK FIVE**

**TOPIC: BALANCE SHEET**

**Contents:**

1. Definition,
2. Heading, classification of assets into fixed and current assets and liabilities into capital and current liabilities.

**DEFINITION OF BALANCE SHEET**

Balance sheet can be defined as a statement showing the assets and liabilities of a business as at a given date. A balance sheet is not an account and so it does not have debit or credit side. Also it does not have balance brought down or balance carried down.

**CLASSIFICATION OF ASSETS AND LIABILITIES**

**Assets:** These are the valuable resources of a business. Among these resources we have the ones that are more permanent in nature and others less permanent. The more permanent assets e.g. land and buildings, office equipment plant and machinery furniture and fittings, motor vehicles, etc are referred to as fixed assets. The less permanent ones are referred to as current assets. Examples of current assets are: stock, trade debtors, bills receivable cash at bank, cash in hand, etc.

**Capital:** This is worth the business owes the owner of the business. In other words, capital is the amount which is used to establish a business.

**Current Liabilities:** are the debts a business owes outsiders which should be repaid within one year. Examples are trade creditors, bank overdraft, accrued expenses, bills payables, etc. A format of a balance sheet is as follows:-

**BALANCE SHEET**

As at 31st Dec 20

N

Capital XXX Fixed Assets N

Add Net Profit XX Land and Building XX

XXX Plant and machinery XX

Less Drawings XX Motor vehicle XX

XXX Office Equipment XX

XXX

Current Liabilities

Trade creditors XX Current Assets

Bank overdraft XX Stock XX

Accrued expenses XX Debtors XX

Cash XXX

XXX XXX

**EVALUATION**

* 1. Define a balance sheet
  2. List four examples of fixed assets

**GENERAL REVISION QUESTIONS**

1. What is a trial balance?

2. Where do you prove the accuracy of double entry book keeping?

3. Define balance sheet

4. State three current liabilities

5. List three current assets

**WEEKEND ASSIGNMENT**

1. Balance Sheet is\_\_\_\_\_ A. assets and liabilities B. income and expenditure of a business C. the principal book of account where all entries in the subsidiary books are posted to D. a statement showing the assets and liabilities of a business as at a given date
2. An example of fixed asset is A. debtors B. creditors C. motor van D. bills receivable
3. \_\_\_\_\_\_\_ is a current asset A. Stock B. Furniture C. Drawings C. Bills payable
4. \_\_\_\_\_\_\_\_\_ is a current liability A. Stock B. Machinery C. Drawings D. Bills payable
5. The amount a business owes the owner(s) is called A. assets B. liabilities C. capital D. drawings

**THEORY**

1. Write short Notes on (a) Assets (b) Liabilities (c) Drawings
2. Prepare a format of a balance sheet with at least ten items.

**WEEK SIX**

**Topic: Procedures for Making Payment**

**Content:**

Meaning of Payment Methods:

Various methods are employed in settling bills in business transactions, including payment by cash, cheque, bank draft, and e-payment. Payment by cheque involves instructing the bank to pay the supplier from the available funds in the business account. Bank drafts, guaranteed by the bank, offer a secure way to make substantial payments without carrying physical cash.

Evaluation:

1. Enumerate means of making payment.

2. Define a cheque.

Wages and Salaries Office:

The wages and salaries office, part of the accounts department, manages the preparation and payment of employee wages or salaries. This office maintains meticulous records of all earnings by the staff in the organization.

Roles of Wages and Salaries Office:

1. Preparation of Vouchers: These documents serve as evidence of payment.

2. Payroll Preparation: This involves creating tabulated statements detailing salaries and wages entitlement.

3. Issuance of Pay Advice: Pay advice documents indicate the net payable salary after deductions.

4. Wage Calculations: Wages can be computed based on hours worked multiplied by the hourly rate or units produced multiplied by the pay rate per unit. Bonuses, as decided by management, might be added.

Methods of Paying Wages:

1. Time Rate: Payments are made based on hours worked, either hourly or daily.

2. Piece Rate: Wages are directly related to the work done, providing an incentive for increased output.

3. Profit-Sharing Method: Workers receive a standard wage along with an agreed share of the profit.

4. Commission Basis: Typically applied to salesmen, this method involves a percentage of total sales.

5. Premium Bonus System: Workers receive a bonus for time saved, encouraging efficiency.

Stock Records:

Stock refers to goods available for sale or for production. Proper stock records, including Stock Requisition Forms, Stock Cards, Purchase Requisition Forms, and Delivery Notes/Gate Passes, are essential to prevent theft, pilfering, and losses. Stock-taking, done periodically, aids in preventing theft, determining reorder levels, identifying slow-moving stocks, and preparing year-end figures for accounts.

Types of Stock Taking:

i. Annual Stock Taking

ii. Periodic Stock Taking

iii. Perpetual Stock Taking

Evaluation:

1. Define stock taking.

2. Explain stock requisition.

General Evaluation Questions:

1. List seven departments commonly found in large organizations.

2. State one function of each of the mentioned departments.

3. Name at least three departments found in your school.

4. Provide factors of production and their corresponding rewards.

5. What is the alternative name for an entrepreneur?

Weekend Assignment:

1. Which of the following is not a means of payment? A. Cheque B. Currency C. Bank draft D. Teller

2. Which payment method is safest for sellers? A. Coins B. Cheque C. Goods D. Bank draft.

3. What is another term for pay advice? A. Voucher B. Invoice C. Payroll D. Payslip.

4. \_\_\_\_\_\_\_\_\_ is a method of calculating wages. A. Hourly rate B. Staff rate C. Quarterly rate D. All of the above.

5. What is the purpose of a stock requisition note? A. Collect stock from the store B. Send goods to the store C. Buy goods from suppliers D. Sell goods to customers.

Theory:

1. Explain the three methods of making payment.

2. State two roles of wages and salaries office.

3. List three items that could constitute deductions on payroll.

**WEEK SEVEN**

**Topic: Erasing Techniques**

Content:

Rubber Techniques:

i. Rubber eraser

ii. Correction liquid.

iii. Correction Paper

iv. Erasing on the following:

v. Top Copy

vi. Carbon Copy

Standard Paper Sizes and Their Uses

Erasing Techniques

In typewriting work, accuracy is crucial, and errors must be corrected neatly. To produce accurate documents, errors found in typed work can be erased using the following materials:

Typing Eraser:

When using the typewriter eraser, first, move the carriage to position the mistake outside the type basket. Turn the paper so the error rests on the erasing table of the carriage. Erase gently to avoid damaging the paper. Return the paper to the typing line and type the correct letter(s) or word(s).

Rubber Eraser:

If a rubber eraser is used, lightly rub the mistake up and down until it is cleared. Return the paper to the typing line and type the correct letter(s) or word(s).

Correction Fluid:

When using correction fluid, apply the liquid across the mistake and allow it to dry. After making the correction, return the roller to the line of typing and type in the correction. Tip-Ex is an example of correction liquid.

Correction Paper:

Correction paper is mechanical paper treated with fluid and powder. To use it, place the coated part of the paper on the affected characters. Then type the correction on the correction paper and remove the paper from the machine.

Materials for Erasing Include:

1. Tipp-ex/correcting fluid

2. Typing eraser

3. Automatic typing eraser

4. Red liquid fluid.

Correction of Errors on the Computer

Correcting errors on a computer is convenient and doesn't interfere with the text. In Microsoft Word, corrections can be made using the following methods:

1. Backspace Key: This deletes the wrong letter or word(s), allowing the correct ones to be typed.

2. Insert Key: Bring the cursor to the first letter of the wrong word, then press the insert key and type the correct word. The insert key is a toggle key; it starts the intended action until pressed again to stop.

3. Moving the Cursor: Move the cursor to the position where the omitted letter or word should be and type it in.

Evaluation:

1. Explain the typing basket.

2. List three materials for correcting typewriting errors.

**STANDARD PAPER SIZES AND THEIR USES**

**TOPICS:**

In the office, various sizes and kinds of typing papers are in use. The most widely used is the A

series. The basic sizes, A0, is approximately one square metre (84-1189mm). A1 is exactly half

of A0. A2 is half of A1. A3 is half of A2. A4 is half of A3 while A5 is half half of A4. Paper can

either be placed in a portrait position or in a landscape position or in a landscape position. When

the shorter side of the paper is at the top, it is the portrait position. When the longer side of the

paper is a t the top, It is the landscape position.

The standard paper sizes and their uses are shown in the diagram below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| KINDS OF PAPER | SIZE  (In millimeters approx) No of Spaces USES | | | | | |
| LENGTH | Width | Vertical | Horizontal pica | Elite |  |
| Foolscap | 330 | 203 | 78 | 80 | 96 | Table, reports, minutes and letters |
| A4 landscape | 297 | 210 | 50 | 117 | 141 | As above |
| A4 portrait | 210 | 297 | 70 | 82 | 100 | As above |
| A5 landscape | 148 | 210 | 35 | 82 | 100 | As above |
| A5 portrait | 210 | 148 | 50 | 59 | 70 | Programmes & invitations |
| A6 | 148 | 105 | 25 | 59 | 70 | Post cards index cards, advertisement and envelopes |

**EVALUATION:**

State the different sizes of paper used for typing

**GENERAL REVISION QUESTIONS**

1. What is a trading account?

2. State five items that can be found in a trading account

3. Define a pro forma invoice.

4. Distinguish between a debit note and a credit note

5. What is a statement of account?

**WEEKEND ASSIGNMENT**

1. Which of the following method of correcting error is allowed to dry before correction is effected?

A. Rubber eraser B. correcting fluid C. Red ink D. Pencil eraser

2. ---------- is NOT a material for the correction of typewriting errors.

A. Red fluid B. Tipp-ex C. Rubber eraser D. Automatic typing eraser.

1. Which of these types of paper sizes can be used for long letters and report? D. A6 B. A4 C. A7

D. Quarto.

1. Which of these paper sizes is good for typing medium letters? A. Quarto B. A4 C. A5 D. A6.
2. Which of the following cannot lead to typing error? A. Sitting position of the typist B. Level of

training of the typist C. Quality of manuscript D. Brand of the typewriter.

**THEORY**

**1.**  List three materials used for correcting errors in typing and explain how they are used.

2. Explain five approaches to preventing typing errors.

3. Draw out the following sizes of paper.

i. A4 Portrait

ii. A5 Landscape

**WEEK EIGHT**

**Topic: Memorandum**

Content:

Purpose, Layout, Special Features of Memorandum:

A memorandum, or memo, serves as internal communication within an organization. Examples include communication between personnel and accounts departments or marketing and accounts departments. Unlike external letters, a memo does not include an address, salutation, or complimentary close.

Layout of a Memorandum:

An example of a memo:

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MEMORANDUM

FROM: Director TO: All Teachers

Ref: BO/OA Date: 24 Aug. 2009

Subject: IN-SERVICE TRAINING

This is to inform you that there will be an in-service training today after school hours in the boys' Oyeyemi dining hall.

Director/Principal

Oyeyemi B. (Ph.D)

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Personal Letters:

A personal letter, also called a private letter, is written communication between individuals. When sent to a firm, it becomes an official letter and follows formal conventions.

A personal letter includes:

(i) Writer’s address, in the right-hand corner

(ii) Date, below the writer’s address

(iii) Salutation, on the left margin

(iv) Body of the letter

(v) Complimentary close

(vi) Name of the writer

Envelope Addressing:

For a business letter sent in an envelope:

1. Select an appropriately sized envelope.

2. Type the name and address parallel to the long side of the envelope.

3. Start the address slightly above the middle of the envelope, both horizontally and vertically.

4. Use single or double line spacing, depending on the envelope size. Blocked or indented styles can be used.

Typing on Postcards:

Postcards, used for acknowledgments and other communications, don't require envelopes. Both sides of the postcard can be used:

1. Leave a 1-inch (25mm) top margin and use single line spacing between paragraphs.

2. Use a ½ inch (13 mm) left and right margin.

3. On the other side, type the addressee’s and addresser’s information the same way as on ordinary envelopes.

Evaluation:

1. What is a memo?

2. Explain the term personal letter.

General Revision Questions:

1. Define trade by barter.

2. Mention two problems of trade by barter.

3. Define trade.

4. List the main division of trade.

5. Name six parts of a typewriter.

Weekend Assignment:

1. The written internal communication within an organization is called:

A. postcard

B. sentences

C. letter

D. memo

2. Which of the following should not have both salutation and complimentary close?

A. letters

B. private letter

C. postcard

D. registered letter

3. Which of the following is not meant for confidential information?

A. Business letters

B. Private letters

C. Postcards

D. Memos

4. "Yours faithfully" is an appropriate complimentary close for \_\_\_\_\_:

A. Memos

B. Postcards

C. Friendly letters

D. Official letters

5. Which type of communication contains the address of the addressee and that of the addresser?

A. Envelope

B. Memo

C. Business letter.

Theory:

1. Explain in detail what a postcard is.

2. Write a letter to your Business Studies teacher asking for advice on career opportunities in Business Education.

**WEEK NINE**

**Topic: Business Letters**

Content:

Introduction:

A business letter, also referred to as an official or formal letter, possesses distinct features such as the addresses of the addressee and addresser and the salutation.

Layout:

The layout of a business letter is crucial and can be presented in two styles: the fully blocked and semi-blocked layouts.

Fully-Blocked Style:

In this style,

1. If you are using letterhead paper, fill in the dotted lines for the Reference and the day.

2. For plain A4 paper, commence typing the Reference and the date on the 12th single line space from the top edge of the paper.

3. If you are using plain A5 paper, begin typing the Reference and the date on the 9th single line space from the top edge of the paper.

4. Single line spacing is appropriate for lengthy letters, with double line spacing between paragraphs.

5. For short letters, double line spacing should be used, also with double line spacing between paragraphs.

6. Ensure that the addressee’s name and address are typed in single line spacing.

EXAMPLE

Our Ref

8th November, 20…….

Mr. Obi Oyo

187, Dawudu Road

Asaba

Dear Sir,

This letter is typed in fully blocked style; in single line spacing but with double line spacing between the paragraphs

Other features of a fully – blocked letter style are that each part of the letter beginning from the Reference to the enclosure sign (where any), begins from the left margin.

Yours faithfully,

BABATUNDE ADEREMI

Training Manager

For comparison the example of a semi-blocked or indented style of Business letter is as follows:

Our Reference \_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_

The Principal

Good Shepherd Comprehensive High School

3, Olayinka Street

Meiran

Lagos.

Dear Sir,

We have received your letter stating that you have not received the books sent to your bookshop last week.

We wish to assure you that if the books are not received by Wednesday next week we shall send you new ones on Friday and hope you will return the first consignment wherever they are received by you.

We apologize for any inconvenience this delay has caused your teachers and students.

Yours faithfully,

**CHIBUKE MADU**

*Sales Manager*

**Business Letter with Subject Heading:** Usually all business letters carry subject heading. This is the title of the letter printing to what it is all about. Subject headings help for proper filing and referencing. Example

Dear Sir,

Application for Distributorship

In reply to your advertisement in the Daily Times of Wednesday 10th of November, 20….., we hereby apply as a distributor to your company……

1. **Business Letters with Enclosures:** Where a parcel, cheque or any important item is attached to a letter attention is drawn to this by the sign Enc. Or Attach typed of the end of the letter after the complimentary close. It reminds the receiver of such a letter to look out for the item
2. **Business Letters Typed on Letterhead:** almost all business letters are typed on official letterhead of the organization concerned. The letter head is the printed paper carrying the organization logo, address, bankers, telephone lines and other particulars. Such letterheads are informative and make the business letters more formal or business – like.
3. **Carbon Papers:** At least one carbon paper must be used for every business letter. A carbon paper enables the typist to make a duplicate copy from the typewriter of the letter being typed without the need for a photocopy machine. A carbon copy of every business letter must be retained and filed for reference hence the use of carbon paper.
4. **Flimsy Papers** are specially light typing sheets to be used when several copies of a letter are to be produced using the carbon paper. The flimsy papers thus enable the several typed copies to be clear and legible.

**EVALUATION**

1. Mention two differences between a business letter and a personal letter

2. State two differences between fully-blocked and semi-blocked styles in business letter.

**GENERAL REVISION QUESTIONS**

1. List five documents handled by a receptionist.

2. Mention four office machines.

3. State the aids to trade.

4. What is a typewriter?

5. List six parts of typewriter.

**WEEKEND ASSIGNMENT**

1. In a fully-blocked style of business letter the typing should start from A. right margin B. top edge of paper C. left margin D. bottom margin.

2. The light type of typing sheets used for many duplicate copies are called\_\_ A. carbon paper B. flimsy

papers C. duplicate papers D. Photostat copies.

3. Ref in business letters stands for A. referendum B. referee C. reference D. reflex.

4. Using the typewriter, the typist can produce several copies of a document by means of \_\_\_\_ papers

A carbon B. backing C. duplicate D. sheet.

5. The abbreviation “Enc.” means \_\_\_\_\_in business letters A. reference B. encounter C. enclosure

D. enclave.

6. Which of these shows that a letter has something attached to it? A. Remark B. Enc. C. Ref D. Parcel

**THEORY**

1. Write a short note on business letter.

2. State three differences between a semi block and fully block styles of business letter.

**WEEK TEN**

**Topic: Simple Tabulation**

Content:

Meaning of a Table:

A table is a structured arrangement of rows and columns used to organize data, making it highly effective for presenting figures and statistics.

Tabulation:

Tabulation involves arranging items in columns. In this arrangement, items are vertically aligned under each other and horizontally aligned on the same line as those in the adjacent column.

Features of a Tabular Work:

A well-formed table exhibits the following characteristics:

1. Equal Margins: Top and bottom margins are equal for vertical display, and left and right margins are equal for horizontal display.

2. Equal Spaces Between Columns: Columns have consistent spaces, usually odd numbers like 3, 5, or 7 spaces.

3. Centred Alignment: With equal left and right margins, the table is centered over the page.

Important Notes:

1. The accuracy of tabulation, especially in horizontal calculation, determines the effectiveness of any display work.

2. Ensure the correct paper width on the typewriter for precise alignment.

3. Pica and elite typewriters typically have six standard spaces to a vertical 1 inch (25 mm).

4. Horizontal Spacing: Pica – 10 characters (horizontal spaces = 1 inch). Elite – 12 characters (horizontal spaces = 1 inch).

Creating a Table in Microsoft Word:

To create a table in Microsoft Word, follow these steps:

1. Start a new Word document.

2. Click on the "Table" option in the menu bar.

3. From the drop-down menu, select "Insert."

4. Choose "Insert" from the sub-menu that appears.

For instance, one can create a table for ten natural resources and their locations in Nigeria. The first step is to type the headings.

The table will have two columns and ten rows. The number of columns and the number of rows will be adjusted. Then click OK button. Your table will look like this:

|  |  |
| --- | --- |
|  |  |
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|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

The boxes in the table as drawn in the Microsoft Word are called cells. You can go ahead and type into cells

**TWO-COLUMN TABULAR DISPLAY**

|  |  |
| --- | --- |
| **NATURAL RESOURCES** | **LOCATION** |
| Coal | Enugu |
| Crude Oil | Rivers |
| Tin | Plateau |
| Limestone | Kogi |
| Groundnuts | Kano |
| Timber | Delta |
| Cocoa | Oyo |
| Palm Oil | Imo |

**FOUR-COLUMN TABULAR DISPLAY**

**SUBJECT LECTURERS**

|  |  |  |  |
| --- | --- | --- | --- |
| SHORTHAND ‘BOLA | TYPEWRITING NWOYE | BUSINESS STUDIES  SHUAIBU | COMMERCE MARTINS |
| MATHEMATICS MUKORO | PHYSICS ADAMS | CHEMISTRY LIZA | BIOLOGY UWAH |

**EVALUATION**

1 What are the typewriting typefaces?

2 What is most important in the effectiveness of any display work?

**GENERAL REVISION QUESTIONS**

1. State the principle of double entry.

2. Give three examples of current assets.

3. What is a capital?

4. What is the reward of capital?

5. State the other name for entrepreneur as a factor of production

**WEEKEND ASSIGNMENT**

1 Pica and elite typewriters have --------- standard spaces to a vertical 1 inch (25 mm)

A. 5 B. 6 C. 7 D. 8

2 For a vertical display top and bottom margins must be -------------

A. odd number B. unequal C. equal D. even number

3 To centre the table heading, the left and right margins must be -------------

A. equal B. even C. odd number D. unequal

4 The odd-number spaces between columns helps to insert ------------

A. missing words B. missing letters C. lines D. decorations

5 To ensure the correct width of your paper on the typewriter by inserting the paper with left edge on

scale point ---------- A. 25mm B. 0 C. 2 D. 3

**THEORY**

1 Display with your typewriter the manuscript in Exercise 5 on page 155.

2 In an A4 landscape how many characters are there in a pica typewriter?