

**SECOND TERM E-LEARNING NOTE****SUBJECT: BUSINESS STUDIES****CLASS: JSS 3****SCHEME OF WORK**

<b>WEEK</b>	<b>TOPICS</b>
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:**

- i. Meaning of Personal Finance
- ii. Sources of Finance for Individuals
- iii. Uses of Personal budget
- iv. Meaning of Scale of Preference
- v. Modesty and its Attributes

Personal finance means the ways an individual manages his personal money and other assets. An individual may obtain funds from the following sources:

- i. Personal savings
- ii. Loans from banks
- iii. Borrowing from friends and relatives
- iv. Trade credit or credit facilities from suppliers

**USES OF PERSONAL BUDGET**

A budget is an estimate of income and expenditure at a particular period of time. A budget may be prepared by an individual, business organizations and government. Governments prepare budgets annually.

However a personal budget can be used for the following:

1. It helps in planning how to live within one's income
2. It discourages extravagant spending
3. It shows how much is to be spent on each item of expenditure
4. It enables family members to know their financial status

**EVALUATION**

1. What is personal finance?
2. Define a budget

**SCALE OF PREFERENCE**

This is the arrangement of an individual's needs in order of priority.]This means the most needed item comes before luxuries.

**MODESTY**

Modesty is a situation whereby an individual lives within his/her income without being extravagant in spending. The attributes of modesty are the following:

- i. Living within one's means
- ii. Prudence
- iii. Contentment
- iv. Simplicity

Modest living will encourage self-control, prudent spending and discourage an individual from corrupt practices such as stealing, fraud, drug trafficking and bribery

**CONSUMPTION AND CHOICE**

Consumption means the amount of goods and services people buy and use. Everyone has needs and wants, but in most cases the money at hand is not always enough to buy all these needs, hence, an individual makes choice. Choice is the decision one makes among the items needed.

**PREPARATION OF AN INDIVIDUAL BUDGET**

The common items which are included in an individual's personal budget are:

1. Food
2. House rent
3. Medical care
4. Education
5. Clothing
6. Personal care products
7. Electricity and water rates
8. Transport
9. Religious commitments e.g tithes and offering
10. Miscellaneous

**READING ASSIGNMENT**

Business Studies for Junior Secondary Schools, Book 3 by O.A Lawal et al pages 94-97

**GENERAL REVISION QUESTIONS**

1. What is an invoice?
2. Give 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

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- C. personal finance D. consumption
2. All these are sources of fund 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 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:**

- i. Meaning of Trial Balance
- ii. Use of Trial Balance
- iii. Extracting the Balances into Appropriate Columns of the Trial Balance

### **MEANING OF A TRIAL BALANCE**

A trial balance is a list of debit and credit balances extracted from the ledger. The trial balance shows the arithmetical accuracy of ledger entries. Double entry book keeping requires that the totals of the debit column and that of the credit column of the trial balance agree.

Where the two sides of a trial balance do not agree, this suggests the presence of one or more errors in the ledger. However, the agreement of a trial balance does not necessarily mean that the accounts are without error as there are some errors that can occur but would not affect the agreement of a trial balance.

### **USES OF A TRIAL BALANCE**

1. The trial balance is used to show the arithmetical accuracy of postings made in the ledger
2. The trial balance shows the summarized form of the balances of accounts in the general ledger at a glance
3. It helps in the preparation of trading account, profit and loss account and the balance sheet.

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**FORMAT OF A TRIAL BALANCE**

**Lucy Enterprises**

**Trial Balance As At 31<sup>st</sup> 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	
	-----	-----
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
Capital-----		1000
Creditor-----		100
Sales -----		5194
Purchases -----	4764	
Stocks-----	480	
Debtors -----	100	
Cash in hand -----	950	
	-----	-----
	6294	6294
	=====	=====

**EVALUATION**

1 State the rules of posting entries into the trial balance

2 State two uses of a trial balance

### READING ASSIGNMENT

Business Studies for Junior Secondary Schools, Book 3 by O.A .Lawal et al pages 60-71

### 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:

- i. Definition of Trading Account
- ii. Purpose of Trading Account
- iii. Terminologies Involved in the Preparation of Trading Account
- iv. Working Exercise (Trading Account)

**Definition of Trading Account:** The Trading Account can simply be defined as an account prepared after the preparation of the trial balance in order to ascertain either the gross profit or gross loss of a trading concern.

**Purpose of Trading Account:** The purpose of preparing the trading account is to ascertain the profitability or otherwise of the business i.e. to arrive at the gross profit or gross loss of a business.

#### **Terminologies Involved in The Preparation of The Trading Account**

1. **Opening Stock:** This is the value of the goods in stock at the beginning of a trading period.
2. **Purchases:** This is the value of both cash and credit purchases (ie total purchases) during a given trading period.
3. **Purchases Returns or Returns Outwards:** This is the value of goods which a business returned to its supplies for one reason or the other.
4. **Net Purchases:** This is equal to total purchases less returns outwards or purchases less purchases returns for a given trading period.

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5. **Cost Of Goods Available for Sale:** This is arrived at by adding purchases to opening stock and deducting purchases returns (if any) from the above addition.
6. **Closing Stock:** This is the value of goods left unsold at the end of a given trading period.
7. **Cost of Goods Sold:** This is arrived at as follows:-  
 Opening stock + Purchases – Returns  
 Outwards – Closing stock or (cost of goods available for sales less closing stock).
8. **Gross Profit:** This is the excess of the net sales over cost of goods sold.
9. **Gross Loss:** This is the excess of cost of goods sold over the net sales.
10. **Net Sales:** This is equal to sales or sales revenue ie (cash and credit sales) less sales return or return inwards.
11. **Returns Inwards or Sales Returns:** This is the value of all goods returned by the customers of a business as not acceptable to them due to one reason or the other.
12. **Sales:** This is the total value of all cash and credit sales of a business in a given trading period.
13. **Carriage Inwards:** This is the carriage on 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 31<sup>st</sup> December 2009:-

#### PARTICULARS

	DR	CR
	₦	₦
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 31<sup>st</sup> December 2009 was ₦3, 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	<u>205</u>	
Add carriage Inwards	310				18,395
	<u>12,184</u>		NET SALES		
Less Purchase Returns	322				
NET PURCHASES		<u>11,862</u>			
COST OF GOODS AVAILABLE FOR SALE		14,230			
Less Closing Stock		3,000			
COST OF GOODS SOLD		<u>11,230</u>			
Gross Profit c/d		<u>7,165</u>			
		<u>18,395</u>		<u>18,395</u>	

**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.

**READING ASSIGNMENT**

Business Studies by O.A. Lawal. Pages 72 to 76.

**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.
2. Purchases returns is the same as A. purchases journal B. Returns outwards C. net sale D. Returns outwards journal.
3. 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.
4. Which of the following is posted to trading account? A. Carriage outwards B. Carriage inward C. Rent D. Discount received.

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5. 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:

- i. Definition of Profit and Loss Account (P & L Account)
- ii. 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 31<sup>st</sup> December, 2009.

##### Solution

<b>DILIGENT STORES LTD</b>			
<b>Profit &amp; Loss Account for the year ended 31<sup>st</sup> December 2009.</b>			
₦	₦		
Less EXPENSES:	Gross profit brought		
Carriage outwards	200	down from Trading	7,165
Salaries and wages	3,862	Account	7,165
Rent	304		
Insurance	74		
Sundry expenses	664		
Advertising	216		
General expenses	480		
NET PROFIT	1,361		
	<hr/>		<hr/>
	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.



**READING ASSIGNMENT**

Business Studies by O.A. Lawal. Pages 77 to 80

**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:**

- i. Definition,
- ii. 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

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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 31<sup>st</sup> Dec 20

N			
Capital	XXX	Fixed Assets	N
Add Net Profit	<u>XX</u>	Land and Building	XX
	XXX	Plant and machinery	XX
Less Drawings	<u>XX</u>	Motor vehicle	XX
	XXX	Office Equipment	XX
			XXX
<u>Current Liabilities</u>			
Trade creditors	XX	<u>Current Assets</u>	
Bank overdraft	XX	Stock	XX
Accrued expenses	XX	Debtors	XX
	XXX	Cash	<u>XXX</u>
			<u>XXX</u>

### **EVALUATION**

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

### **Reading Assignment**

Read Business studies for JSS 3 by O. A. Lawal pages 86 to 90.

### **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

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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:**

- i. Meaning i.e cash, bank transfer, cheque, bank draft, e-payment.
- ii. Wages and Salaries Office.
- iii. Methods of Paying Wages.
- iv. Store Records-Delivery Note, Gate Pass.

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There are various means of settling a bill in business transactions. They include:

- (i) payment by cash
- (ii) Payment by cheque: This is done by instructing the bank to pay our supplier from the money in our bank accounts.
- (iii) Payment by bank draft: A bank draft is a means of payment which the bank is guaranteeing on behalf of this customer. While a customer's cheque can bounce, the bank draft cannot. The cheque and bank draft means of payment enables us to pay a large sum of money without the risk of carrying physical cash

## **EVALUATION**

1. Give the means of making payment.
2. Define a cheque.

## **WAGES AND SALARIES OFFICE:**

The wages and salaries office is a section in an accounts department which is responsible for preparation and payment of wages or salaries of employees in the organization. This office keeps good accounting records of all the wages and salaries earned by the staff in the organization.

## **THE ROLES OF WAGES AND SALARIES OFFICE**

- 1. Preparation of Vouchers:** A voucher can be defined simply as a document representing evidence of payment
- 2. Preparation of Payrolls:** They prepare payrolls i.e. tabulated statement of salaries and wages entitlement
- 3. Issuance of pay Advice:-** They issue pay advice. The pay advice is a document issued to staff members of a business organization indicating the net amount of salary payable to a staff after deductions.
- 4. Calculation of Wages:** The term wages usually refers to payment given to non-permanent worked staff or labour in the factory and one-of engagement. Such amount can be carried out using hours worked multiplied by rate of pay per hour. Alternatively, it can be calculated using the units of production. This method is calculated using number of units produced multiplied by the rate of pay per unit.

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A given amount of bonus can also be added to any of the above methods as required by management.

## **METHODS OF PAYING WAGES**

1. Time rate: This is a system of paying wages to workers based on time spent on the job which can be hourly or on a day's work
2. Piece rate: The amount earned as wages is related to the work done. This method can acts as an incentive to increase output.
3. Profit-sharing method: This is a method of paying wages under which a worker gets a standard wage and also gets an agreed part of the profit.
4. Commission basis: Usually this system applies to salesmen who are paid a certain percentage of their total sales. While in some organizations salesmen are paid only a commission, in other organizations salesmen have a fixed wages and they are paid a certain percentage of their total sales.
5. Premium bonus system: This is a system where a worker is offered a bonus for time saved. Here wages are paid based on a standard time for a given job. For instance, where two hours are given as a standard time to complete a job and a worker is able to satisfactorily complete the job in one hour, then such worker receives a bonus for one hour saved for the organization.

## **STOCK RECORDS**

Stock refers to goods which are offered for sales or material which are to be used for production. In businesses, raw materials for producing goods and equipment needed for making other goods can be kept in a store. Hence, a store is a place where materials or goods are kept for future use.

In order to avoid theft, pilfering, shortage or loss, proper stock records are compulsory in business organization. The store records as used in organization include the following:

### **1. Stock Requisition Form**

This document is used to collect stocks from the store. It stipulates the quantity of stocks required and the reason for the request. This document helps to ensure orderliness in the movement of stocks in and out of the store. It helps also to detect theft of stocks from the store.

### **2. Stock Card**

This is a document prepared for each item of material to show how stock is being issued from the store, the date on which the item is being issued, the department that made the request and the balance in the store.

### **3. Purchase Requisition Form**

This is the document completed by the purchase department whenever the stock falls to a reorder level and stock needs to be replenished.

**4. Delivery Note/Gate Pass:** This is a document that serves as an evidence or proof that a certain quantity of goods has been authorized to be carried from the store. The storekeeper must sign this and it must be prepared in four copies: a copy for the store, one as agate pass, the original for the person collecting the goods from the store and the last copy is retained in the book.

## **STOCK – TAKING**

This is the physical count of stocks in the store periodically. It could be quarterly, monthly, annually or bi-annually.

### **Advantages or importance of stock - taking:**

- a. It helps to prevent theft of stocks

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- b. It enables the stock keeper to know the minimum and maximum re-order levels
- c. It helps to reveal slow-moving stocks
- d. It helps to prevent pilfering of stock
- e. It enables the accounts department to ascertain the end –of-the year figure for stock for final accounts preparation.

### **Types of Stock Taking**

- i. Annual stock taking
- ii. Periodic stock taking
- iii. Perpetual stock taking

### **EVALUATION:**

1. What is stock taking?
2. Explain stock requisition

### **Reading Assignment:**

Business Studies for Jss 3 by O. A. Lawal pages 1- 21

### **GENERAL EVALUATION QUESTIONS**

1. Mention seven departments that can be found in any large organisations
2. State one function of each of the department mentioned above
3. Mention at least three departments found in your school
4. List the factors of production and their respective rewards
5. Give the other name for 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 of the following means of payment is the safest for the sellers? A. coins B. cheque C. goods  
D. bank draft.
3. A pay advice is also known as a \_\_\_\_\_ A. voucher B. invoice C. payroll D. pay slip.
4. \_\_\_\_\_ is a method of calculating wages A. hourly rate B. staff rate C. quarterly rate  
D. all of the above.
5. Stock requisition note is used to A. collect stock from the store B. send goods to the store C. buy  
goods from the suppliers D. sell goods to the customers.

### **THEORY**

1. State and describe the three means 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 with

- 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, errors and mistakes must be corrected. To produce accurate documents all errors must be neatly corrected. When errors are found in a typed work, the following materials can be used to erase the error:

- i. Typing eraser
- ii. Correction fluid
- iii. Correction paper

**Typing Eraser**

If the typewriter eraser is being used, first move the carriage so that the mistake is outside the type basket. Then turn up the paper so that the error, or mistake rests on the erasing table of the carriage. Erase gently to avoid making a hole in the paper. Return the paper to the typing line and type the correct letter(s) or word(s) .

**Rubber Eraser**

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

**Correction Fluid**

Where the correcting fluid is being used, rub the tin liquid across the mistake, and allow 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**

This is mechanical paper treated with fluid and powder. To use it, place the coated part of the paper on the affected characters. Then type 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**

When an error is done on computer, making correction of such error is easy on the computer. The computer makes it easy to make correction to typed written work without interfering with the text or erasing the text. To add delete or add a letter or words(s), you move the cursor to certain points in a document without erasing the text it passes through.

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In Microsoft Word, there are three methods through which corrections can be made:

1. By using the backspace key: This deletes the wrong letter or word(s) and the correct letter/word is then typed.
2. By using the 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; that is, when the key is pressed, it starts the action it is expected to do until it is pressed again to stop the action.
3. By moving the cursor to the position the omitted letter or word should occupy and simply type in the letter or word.

### EVALUATION

1. Explain typing basket.
2. List three typewriting errors correcting materials

### 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 at 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

### READING ASSIGNMENT

Read page 108 of BUSINESS STUDIES for JSS3 by O. A. LAWAL and others

### 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.
3. Which of these types of paper sizes can be used for long letters and report? D. A6 B. A4 C. A7  
D. Quarto.
4. Which of these paper sizes is good for typing medium letters? A. Quarto B. A4 C. A5 D. A6.
5. 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:**

- i. Purpose, Layout, Special Features of Memorandum
- ii. Personal Letters
- iii. Envelopes Addressing

**PURPOSE OF MEMORANDUM**

A memorandum or memo is an internal communication within an organization. Such written communication between the personnel and accounts departments or between the marketing and accounts departments are examples of memo. A memorandum is also shortened as a memo. Because a memo is between staff in the same organization, it does not have:

1. Address
2. Salutation such as Dear Sir, Dear Madam, etc
3. No complimentary close e.g yours faithfully, Yours truly, etc.

**LAYOUT OF A MEMORANDUM**

The following is an example of a memo:-

**MEMORANDUM**

**FROM:** Director **To:** All Teacher  
**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 the school hours in the boys Oyeyemi dining hall

Director/Principal  
Oyeyemi B.(Ph.D)



Name: \_\_\_\_\_

Class: \_\_\_\_\_

## **PERSONAL LETTERS**

A personal letter, also known as a private letter, is a written communication from someone to a friend, parent, uncle etc. But when it is from someone to a firm it is regarded as an official letter because the address, language, the salutation and complimentary close of such a letter will be official or formal.

A personal letter has the following parts:

- (i) Writer's address, written on the right-hand corner
- (ii) date; written below the writer's address;
- (iii) Salutation, given on the left margin
- (iv) body of the letter;
- (v) Complimentary close
- (vi) name of the writer

## **ENVELOPE ADDRESSING:**

When a business letter is to be sent to the addressee, it is usual to enclose it in an envelope.

In order to type an address on an envelope proceed as follows:

1. Select an envelope large enough to contain the letter and the enclosure, if any.
2. Type the name and address parallel to the long side of the envelope
3. The address should be started slightly above the middle of the envelope, horizontally and vertically,
4. Type the envelope in single or double line spacing Single spacing for small envelopes and double for large envelopes. Either the blocked or indented style can be used.

## **TYPING ON POSTCARDS**

Acknowledgement of letters, orders, etc is sometimes sent to customers on postcards. Postcards are never enclosed in envelopes as they contain nothing of secret or personal nature. One side of the postcard contains the name and address of the firm sending it, the reference, date and the message. A postcard, like the memo, does not contain salutation and complimentary close. Both sides of the postcard can be used as follows:-

1. Leave 1 inch (ie 25mm) top margin and type in single line spacing between paragraphs
2. Use ½ inch (13 mm) left and right margin.
3. On the other side of the post card the addressee's and addresser's are typed in exactly the same way as addressed and typed on ordinary envelopes.

## **EVALUATION**

1. What is a memo?
2. Explain the term personal letter

## **READING ASSIGNMENT**

Reading JSS 3 Business Studies by O.A. Lawal pages 148 to 150

## **GENERAL REVISION QUESTIONS**

1. What is trade by barter?
2. Mention two problems of trade by barter.
3. Define trade
4. Give the main division of trade.
5. List six parts of typewriter.

## **WEEKEND ASSIGNMENT**

1. The written internal communication within an organization is called A. postcard B. sentences C. letter D. memo

Name: \_\_\_\_\_

Class: \_\_\_\_\_

2. One of the following should not have both solution 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. post cards D. memos
4. Yours faithfully is an appropriate complimentary close for \_\_\_\_ A. Memos B. postcards C. friendly Letters D. officials 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 full the postcard
2. Write a letter to your class teacher Business Studies Teacher asking him/her to advise you on career opportunities in business Education.

### **WEEK NINE**

#### **TOPIC: BUSINESS LETTERS**

#### **CONTENT:**

- i. Layout
- ii. Fully blocked style
- iii. Semi – blocked style
- iv. Subject heading
- v. Enclosures
- vi. Letterhead
- vii. Carbon paper
- viii. Flimsy paper.

#### **INTRODUCTION:**

A business letter is also known as an official or formal letter. Some of the distinguishing features of a formal letter are: (i) the two addresses of the addressee and the addresser, (ii) the salutation, etc

#### **LAYOUT**

This is the style of display of a letter. There are two styles which we will consider here – the fully blocked and the semi-blocked layouts.

Fully-blocked style: in this style

1. If you are using a letterhead paper fill in the dotted lines for the Reference and the day.
2. If you are using a plain A4 paper, begin typing the Reference and the date on the 12<sup>th</sup> 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 9<sup>th</sup> single line space from the top edge of the paper.
4. Single line spacing should be used for lengthy letters, with double line spacing between paragraphs.
5. Double line spacing should be used for short letters, with double line spacing between paragraphs.
6. Note that the addressee's name and address must be typed in single line spacing.

Name: \_\_\_\_\_

Class: \_\_\_\_\_

EXAMPLE

Our Ref

8<sup>th</sup> 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*

Name: \_\_\_\_\_

Class: \_\_\_\_\_

i. **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 10<sup>th</sup> of November, 20....., we hereby apply as a distributor to your company.....

ii. **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

iii. **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.

iv. **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.

v. **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.

## READING ASSIGNMENT

Read pages 127 and 128 of Business Studies for J.S.S 3 by O.A. Lawal and others.

## 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

Name: \_\_\_\_\_

Class: \_\_\_\_\_

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:**

- i. Tabulation
- ii. Table Creation
- iii. Keyboard Items into a table

#### **Meaning of a Table**

A table is a structure made up of rows and columns and used to organize data. Tables are very good for presenting figures and statistics.

Tabulation involves arranging items in columns. In a tabular arrangement therefore, Items stand out below each other, vertically, and on the same line as another in the next column, if horizontally.

A tabular work has the following features:-

1. Top and bottom margins are equal, if vertical display.
2. Left and right margins are equal, if a horizontal display.
3. Equal spaces between the columns, usually odd number spaces such as 3, 5 or 7 spaces.
4. Left and right margins, being equal, the table is centred over the page

#### **NOTE**

1. The effectiveness of any display work, particularly, in tabulation, depends on correct horizontal calculation.
2. Ensure correct width of your paper on the typewriter
3. Pica and elite typewriters 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, do the following:

- Start a new word document
- From the menu bar, click on table.
- From the menu that drops down, click insert
- A sub-menu appears and from the sub-menu, click insert.

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:

Name: \_\_\_\_\_

Class: \_\_\_\_\_


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?

**READING ASSIGNMENT**

Business studies for JSS3 by O. A Lawal and others pages 152-154.

**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

Name: \_\_\_\_\_

Class: \_\_\_\_\_

### 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?