

BUSINESS STUDIES

JSS3

HOLIDAY ASSIGNMENT

INSTRUCTION: Answer all questions

1. List five items in a balance sheet.
2. State two uses of a balance sheet.
- 3a. Draw a cheque. b. List and explain the 3 parties to a cheque
4. What is a Manuscript? b. Mention 4 correction signs.
5. Highlight the correct posture for keyboarding.