

JSS3 Business Studies Lesson Note (Third Term) [year]

3RD SCHEME OF WORK FOR JSS THREE BUSINESS STUDIES

WEEK TOPIC

1. ERASING TECHNIQUES
2. Rubber Eraser
3. Mechanical Eraser

iii. Double typing

i. Half Space Correcting

2. ERASING TECHNIQUES
3. Manuscripts
4. Printers Correction Sign

iii. Longhand Abbreviation

1. Types of Display Headings
2. BUSINESS LETTERS
3. Meaning of business letters
4. Different between simple memos and personal letters
5. Revision.

WEEK 1

WEEK 2: ERASING TECHNIQUES

Erase implies a scraping or rubbing out of something written or drawn, or figuratively, the removal of an impression.

Mistakes happen all the time. And that's OK. Everyone makes mistakes. The important thing is to learn from them and erase them as soon as possible once you spot them

ERASING USING RUBBER

Before rubber erasers, tablets of wax were used to erase lead or charcoal marks from paper. Bits of rough stone such as sandstone or pumice were used to remove small errors from parchment or papyrus documents written in ink.

ERASER

ERASING USING CORRECTION FLUID

A correction fluid or white-out is an opaque, usually white fluid applied to paper to mask errors in text. Once dried, it can be written over. It is typically packaged in small bottles, and the lid has an attached brush (or a triangular piece of foam) which dips into the bottle.

CORRECTION FLUID

ASSIGNMENT

Write short note on the following (a) erasing using correction fluid

(b) erasing using rubber

1. What is manuscript?
2. State ten abbreviations and their meaning.
3. Identify seven printer's correction signs and their meaning.

WEEK 2

ERASING TECHNIQUES

Topic: Manuscript

Content:

- Longhand
- Abbreviations
- Standard printer's correction signs

Manuscripts are usually hand written letters/documents. To understand and read a manuscript, certain signs and abbreviations must be learnt by the person that will type it.

Longhand

If you write something down in longhand, you write it by hand using complete words and normal letters rather than typing it or using shortened forms or special symbols.

Abbreviations

Abbreviations are short forms of lengthy expressions. Abbreviations are in use in almost every discipline and area of life from commonly used abbreviations like names, for instance Mr. for Mister or Sgt. for Sergeant, to less commonly used abbreviations, such as the shortened version of abbreviation itself, which is abbr. The U.S. is itself a well-established abbreviation.

Abbreviations exist in all areas of life from medicine to military and international relations to religion.

Written and verbal communication often includes these abbreviations:

R.S.V.P. – This acronym means “Répondez s’il vous plait,” French for “respond, if you please.” It is often used on invitations to parties and special events, and is intended (as it says) to be responded to with a “yes, we will attend,” or “no, we will not.”

P.S. – Means “post script.” At the end of a letter, people will often include a P.S. to include an extra thought that was intended to be included in the letter, but forgotten. Using a P.S. was more common in typewritten letters, when you couldn’t go back and add a sentence in the body of a letter.

A.S.A.P. – “As soon as possible,” used when encouraging someone to respond to a request without delay.

E.T.A. – This acronym means “estimated time of arrival,” and is used as a guess for when one expects to arrive while traveling.

B.Y.O.B. – “Bring your own bottle” is used for parties where guests are expected to bring their own beverages.

D.I.Y. – This acronym stands for “do it yourself,” which means creating something on your own. It is often used for crafts and home repairs.

Standard printer’s correction signs

Assessment

Give the full meaning of the following; R.S.V.P, P.S, A.S.A.P, D.I.Y and E.T.A

Content:

- Methods of Display

- Heading

When displaying work on a typewriter, it should be done in such a way that the end result will be good and pleasing to the eye.

METHODS OF DISPLAY

Horizontal Centering

When centering any line, set the carriage at the centre and then backspace once for each two letters and spaces that the typed line will occupy. The odd letter is ignored. Begin typing at the point to which you have back spaced. For example, to Centre Account as a heading, AC = 1 space, CO = 2 spaces, UN = 3 spaces. Ignore T which is an odd letter. Try saying the letter and counting at the same time as you backspace. You must note that if the edge of the paper is at 0, the scale point at which the ridge appears, half of that number will be the centre.

Vertical Centering

To centre vertically, count the number of lines (including blank ones) that the work will occupy, and subtract the figure you get from the number of line spaces on your paper. After subtracting, divide the remainder by 2 and ignore fractions if there are any. For example, to centre 8 lines of double spaced copy on A5 paper (148 x 210 mm) paper, you will need 15 lines, which is 8 typed and 7 blank, that is $50 - 15 = 35$ lines, which are left over and 35 will then be divided by 2 = 17. You should ignore 1/2. Start to type the work on the next line, that is, line 18.

HEADING

Headings are words or short phrases that introduce the topic encompassed in a section of text. Headings are used to block off long chunks of text and help readers quickly navigate a document. There are two types of headings in technical writing: first level headings and second level headings.

Main Heading

The main heading is that part of the subject heading string which represents the main concept without subdivision. Main headings may be categorized according to their functions: topical headings, form headings, and different kinds of proper name headings. They vary in syntax as well as in type.

Sub heading

Heading or caption subordinate to a main headline, heading, or title especially when inserted as a divider between sections.

Shoulder Heading

This is a heading that occupies a position at the left hand end of the first line of the paragraph to which it is the heading. For example a paragraph in a book.

Side Heading

Side headings (sidehead) are headings placed left (or right) to the regular text with the next paragraph on the same line. Side headings differ from run-in headings in their vertical alignment.

Assessment

Explain the methods of display

WEEK 3

BUSINESS LETTER

MEANING: A business letter is usually a letter from one company to another, or between such organizations and their customers, clients and other external parties. The overall style of letter depends on the relationship between the parties concerned.

FORMAT FOR WRITING A BUSINESS LETTER

A business letter includes:

contact information,

a salutation,

the body of the letter,

a complimentary close, and

a signature.

ASSIGNMENT

1. Define business letter

2. Write a complaint letter to the manufacturer of the faulty refrigerator you bought on the 24th of March, 2018.

BUSINESS LETTER (CONTINUATION)

TYPES OF BUSINESS LETTER

Apology Letters

When and how to apologize at work, plus examples of apology letters for employers and co-workers. Use these letters when you have made a mistake, behaved poorly, missed an interview, or in other circumstances where you've messed up and need to apologize.

Appreciation Letters

Very often, feedback at work is dominated by the negative. If someone you work with closely does a great job, don't miss the opportunity to give praise and positive feedback. Sending a letter is a nice way to let employees, co-workers, colleagues, clients, and others know how much you appreciate them.

Business Thank You Letters

If someone does you a favor or helps you out in any way, always remember to send a thank you note. Browse this link for business thank you letter samples for a variety of business- and employment-related scenarios.

Candidate Rejection Letter

When you are in charge of hiring, you will need to inform job applicants when they do not receive the position. Here is an example of a candidate rejection letter to send to an individual who was not selected for a job.

Congratulation Letters

Everybody loves to be recognized for their achievements, even if it's just a quick email message or a handwritten note.

Review sample congratulation letters for new jobs, new businesses, promotions, and other business-related endeavors.

Email Message Examples

While it's often nice to send a handwritten or printed out note in the mail, it's more common these days to email. Here you'll find business- and employment-related email message examples.

Employee Letters

Review sample employee letters and letters for job applicants for employment including employee reference letters, job offer letters, appreciation and congratulation letters, and more letter examples.

Employment Verification Letter

Employment verification letters are often requested by landlords to confirm that a person is employed at a company. See information on what should be included in the letter and a sample employment verification letter.

Farewell Letters

Farewell message examples to let colleagues, clients, and your connections know that you are moving on.

Sending a farewell letter is a good way to update people with new contact information so you can keep in touch in the future.

Inquiry Letters

Use inquiry letters to request meetings and to inquire about job opportunities that haven't been advertised. These letters are a way to get your foot in the door at a prospective employer who hasn't publicly listed available jobs.

Job Offer Letters

Examples of job offer letters, a job rejection letter, counter offer letters, and more letters related to offers of employment.

Job Promotion Letter

A job promotion letter gives information on the promotion, including the employee's new title, salary, and the date the employee is transitioning into the new role.

Networking Letters

Sample job search and career networking letters including referral letters, letters of introduction, and networking outreach letters.

New Employee Letter

Sample welcome letter to send to a new employee, as well as details on the information to include in this type of letter.

Promotion Announcement

Sample email message notifying company employees about a promotion.

Reference Letters

See examples of reference letters, recommendation letters, personal references, professional references, character references, and academic references.

Referral Letters

Referral letter examples including letters and email messages requesting a referral, letters referring employees, a colleague, or an acquaintance for a job, and examples of referral cover letters and thank you letters.

Resignation Letters

If you are planning on quitting a job, review these resignation letter and email examples. They can be used in a variety of situations, including resigning with notice, resigning over email, and resigning effective immediately.

Retirement Letters

See letter examples for retirement announcements when you're retiring, and congratulation letters and emails for connections who have retired.

Termination Letter

Sample termination letter terminating an employee from an organization.

Welcome Back Letters

Examples of welcome back letters for new employees and employees returning to work after a leave.

Microsoft Word Letter Templates

When you need to write an employment letter, it can be helpful to start from a template. Microsoft Word templates are available for resumes, cover letters, resignation letters, reference letters, and interview letters.

ASSIGNMENT

Explain 5 types of business letter

Topic: Personal Letters

Content:

- Meaning of Personal Letter
- Layout of Personal Letter

Meaning of Personal Letter

Personal letters are letters written to friends or relations on a personal note. It is a type of letter (or informal composition) that usually concerns personal matters (rather than professional concerns) and is sent from one individual to another.

Personal letters (alongside diaries and autobiographies) have been popular forms of personal communication since the 18th century. But as mentioned below, various innovations over the past several decades have contributed to a decline in the practice of personal letter-writing.

Layout of Personal Letter

1. Begin your letter by writing your name and address in the top right-hand corner of the page. It is important to include this information in case your return address (on the back of the envelope) is torn, or the envelope is thrown out. This way the person who receives the letter will always have your address and will be able to reply to you.
2. Next, write the date on which you are writing your letter. This goes on the left-hand side of the letter, just above where you will write your greeting. The date is important so the person who is reading it knows when it was written. It is also helpful for people who like to keep letters they have been sent and look back on them.
3. Under the date write your greeting. It is acceptable in a friendly letter to be informal with your greeting. Depending on how well you know the person you are writing to, you could use "Dear", "Hi" or "Hello".

4. Now it is time to start writing the content of your letter. This is where you put everything you want to include in your letter. Remember, if you forget anything you can always put it in the postscript.
5. When you have finished writing your letter, end it by signing off. Depending on how well you know the person, you could use “Your friend”, “See ya” or “From”.
6. Sign or write your name under the sign-off.
7. If you have forgotten to include something in your letter or you want to add an extra message, you can use a postscript (PS). This is written underneath your name at the bottom of the letter.

Assessment

State the layout of a Personal Letter

REVISION

EXAMINATION