

Writing lesson

1. Read and Complete

Read the list of transactions that a company made during a month. Fill in the gaps with a verb from the box below.

Remember that all these transactions have already been made (past tense). NOTE: Some verbs may be used more than once.

Borrowed	Paid (1)	received	Purchased	Performed
paid (4)	Declared	earned	Performed (2)	Received
Received (2)	Paid (2)	Paid (3)		

a. _____ \$45,000 from a bank, with Carson signing a note payable in the name of the business.

b. _____ cash of \$ 40,000 to a real estate company to acquire land.

c. _____ service for a costumer and _____ cash of \$5,000.

d. _____ supplies on credit, \$300.

e. _____ customer service and _____ revenue on account, \$2,600.

f. _____ \$1,200 on account.

g. _____ the following cash expenses: salaries, \$3,000; rent, \$1,500; and interest, \$400.

h. _____ \$3,100 on account.

i. _____ a \$200 utility bill that will be paid next week.

j. _____ and _____ divided of \$1,800.