

## 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 customer 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.