Accounting

Introduction to Bookkeeping

Grade 10

Name_____________________ **Date** __________

Instructions: Read each statement carefully and fill in the blanks.

Loss	Expenses	Financial	sold	Profit	Business	Bookkeeping

1. The owner of a _______ takes the risk to employ people to work for him/her.
2. The ultimate aim of starting a business is to make a ____________.
3. Sometimes the business is not successful and it makes a ____________.
4. It is important for the business to keep good ____________ records.
5. __________ is the process of recording daily financial records.
6. Goods should be ________ for more than they cost.
7. The daily cost of running the business is called__________.