Writing lesson

1. Read and Complete

Read the listo f 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.