

LESSON NOTE FOR WEEK THREE

CLASS: J.S.S 3

SUBJECT: BUSINESS STUDIES

TOPIC: BUSINESS LETTER

PERFORMANCE OBJECTIVES: By the end of the lesson, the students should be able to:

1. Describe a business letter correctly.
2. State and explain parts of a business letter.
3. Explain the layout of a business letter.
4. Highlight the procedure for printing assignment.

A Business letter is usually a letter from one company to another or between an organization and their clients, customers or other external parties. It is written formally to address an important issue in business. For example, an application letter or inquiry letter.

PARTS OF BUSINESS LETTER

1. HEADING: This states the purpose of the letter and should be typed on the letter headed paper of the company.

2. Address: This shows place of contact or information on how the letter can be posted.

3. Salutation: This is a complimentary greeting to the person that the letter is being written to. Example: Dear sir, ma, madam.

4. Date: This shows the particular day the letter was typed or written.

5. Body of the letter: This is the lengthy part of the letter where the content of the letter is indicated and it contains the specific message to be passed.

6. Complimentary close: This is used to end a business letter. It is a polite expression used in ending a letter. Example: Yours Faithfully, Yours sincerely.

7. Signature: It shows the title or official position of the writer. etc.

LAYOUT OF A BUSINESS LETTER

Layout is the arrangement of a business letter or various ways by which business letter can be arranged.

TYPES OF BUSINESS LAYOUT

There are Two types of business layout, namely:

1. Blocked layout: Here all the lines of the letter starts from the margin (left margin).

2. Indented Layout: Here, the tab button on the key board is pressed at the beginning of each paragraph.

ASSIGNMENT

1. Discuss the closing format of a business letter.
2. Identify and discuss two common business letter or layout.
3. What is a business letter?

and also your work book chapter 15.
If you have any question, please call
with this number 08037922652.

LESSON NOTE FOR WEEK FOUR

CLASS: J.S.S 3

SUBJECT: BUSINESS STUDIES

TOPIC: SYMBOLS, SIGNS AND PUNCTUATION MARKS

PERFORMANCE OBJECTIVES: By the end of the lesson, the students should be able to:

1. Know when to use the Symbols, Signs and Punctuation marks when typing.
- 2: When typing, know how many spaces to leave before typing the next one.
- 3: State four uses of Signs, Symbols and Punctuation marks.

1. Full stop (.): A full stop is usually used at the end of a complete sentence. After a full stop, TWO Spaces must be Left before typing the next word.

2. Hyphen or Dash (-): A hyphen is

used in compound words or as a division of word at the end of a sentence. **ONE** Space is left when hyphen is used as a division of word and **NO** Space is left when it is used as a compound word.

3. Question mark(?): It is used after a question. **TWO** spaces are left.

4. Brackets or parenthesis (): It is used to enclose clauses or sentences explaining the leading ideas of a sentence. **ONE** space is left.

5. Apostrophe ('): It is used when indicating ownership or an omission and for the formation of plurals of letter and figures. **NO** space is left.

6. Comma (,): This shows a slight pause or break between parts of a sentence. **ONE** Space is left.

7. Colon (:) This is used in directing

special attention to what follows or separating parts of a compound sentence. **TWO** spaces are left.

8. Semi colon (;): This is used to indicate a pause in a sentence where the second clause is closely linked with the first. **ONE** space is left.

8. Quotation mark ("): It is used to quote exactly what was said. **ONE** space is left.

10: Exclamation mark(!): It is used when expressing an emotion. **TWO** spaces are left.

Assignment: Past Question 2006

1. During typing, ___ is used for division of words.

2. A small "x" at the end of a sentence indicate a ___.

Past Question 2008

1. How many spaces are left after a full stop and before a new sentence

in typewriting.

2. How many spaces are left after a bracket.

3. Look for past Questions: 2011, 2012, and 2013.