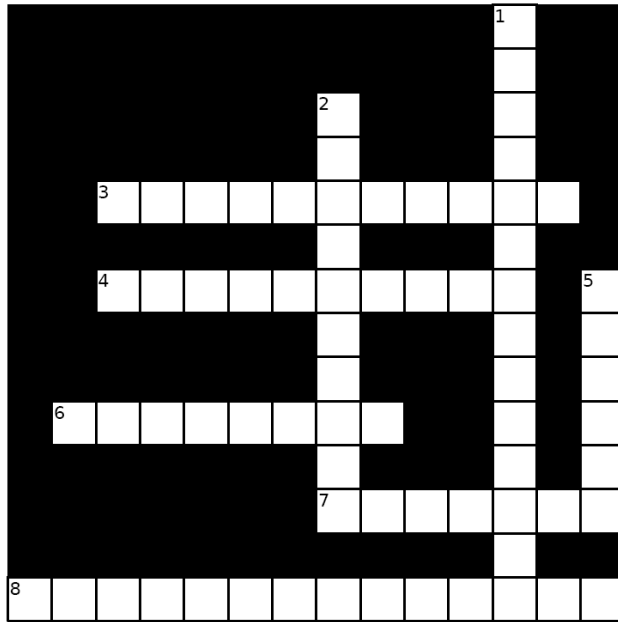


Grade 7 EMS Worksheet

Assessment Task: Business administration

Business administration (Individual activity)

Complete the crossword puzzle of business administration terminology. [8 marks]



Across

- 3 Keeping financial record of all transactions
- 4 The activities that take place in a business
- 6 A way to guide the storing of documents so that they can be found later
- 7 Duplication
- 8 Written communications

Down

- 1 The organising of the information of a business
- 2 Communicating via computer (e-mail)
- 5 Arranging and storing documents for later reference

Grade 7 EMS Worksheet

Suggested Solutions

Question number	Possible marks	Solution
1	8	