

Grade 7 EMS Worksheet

Assessment Task: Keeping records: documentation

Keeping record of paper-based documents (Individual activity)

Answer the questions in your workbook.

- a) Name four paper-based documents a business should keep record of. [4 marks]
- b) When a business issues a receipt, it usually does it in duplicate. What does this mean? [1 mark]
- c) When a business receives a receipt for a payment that is made, that is the only proof of the payment. What should happen to that receipt? [1 mark]
- d) Use a short example to explain how alphabetical filing works. [2 marks]
- e) Explain how alpha-numerical filing works. [2 marks]

[Total: 10 marks]

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Suggested Solutions

Question number	Possible marks	Solution
1	10	<p>a) Invoices, receipts, deposit slips, faxes, waybills, orders (any four). [4 marks]</p> <p>b) It means that they make out an original and a copy of the original. [1 mark]</p> <p>c) It should be filed in a safe place. [1 mark]</p> <p>d) Alphabetical filing means that documents are filed according to the letters of the alphabet, usually according to the name of the business client, for example AA Furnishers will be filed before AB Machinery. [2 marks]</p> <p>e) Alpha-numerical filing is done when a document has both an alphabet letter and a number as reference, for example SR302, which will be filed after PP999. [2 marks]</p>