

BOOK-KEEPING (FOR ALL GRADES).

SECTION I.

1. Give the definitions of the following terms in book-keeping: Bills Receivable, Assets, Liabilities, Dividend, Commission, Mortgage, Merchandise, Invoice, Account, Consignment.
2. Explain fully the terms Credit and Debit, and show how they are used in connection with the Merchandise account.
3. What is an auditor and how are the vouchers presented to him usually kept? What information is set forth on the back of each voucher?

SECTION II.

4. Draw out in your neatest style the business form of a Promissory Note and also of a Joint Note.
5. Draw out an individual account in the Ledger with the debit and credit side properly balanced. There must be at least ten items on one of the sides of the account.
6. Draw out the form of an ordinary Receipt. Draw out a properly worded Letter of Advice.

SECTION III.

7. A's interest in a firm is \$3,000, B's is \$9,000 and C's is \$700; the net profit at the end of the year is 25 per cent.; what does each partner receive as his equitable share?
8. What is meant by "taking stock"? What items are included in the Profit and Loss Account?
9. Name the various books used in Book-keeping and describe any three of them.

PHYSIOLOGY (FOR ALL GRADES).

SECTION I.

1. Name the most prominent blood-vessels in the body, and describe the circulation of the blood.
2. Describe the process of the purifying of the blood in the lungs. What are the constituent parts of the blood?
3. What effect has nourishing food on the blood? What effect has a narcotic? How would you distinguish a nerve tube from a blood-vessel in a piece of meat?

SECTION II.

4. Describe the various stages of digestion and describe at length any one of the organs of digestion?