

- 6.—What other books are used in account keeping?
- 7.—Into what two classes may we arrange accounts?
- 8.—Give three rules for debiting and three for crediting?
- 9.—What is generally included under the title Expense?
- 10.—What is generally included under the titles Cash, Mdse., B Rec., B. Pay., Interest and Discount.

Terms.

- 1.—Explain what is meant by Stock Account, Private Account, Cash Account, Balance Account, Representative Account, Personal Account, Expense Account, Loss and Gain Account.
- 2.—Define Draft, Note, Receipt, Bills of Exchange, Resource, Liability, Loss, Gain, Consignee, Consignor, Cheque, Proceeds of Note.
- 3.—Trial Balance ; Balance Sheet, Posting, Blank Credit, Invoice, Drawback, Bill Book, Consignment, Shipment.
- 4.—What is an Acceptance, Due Bill, Lease, Manifest, Bill of Lading, Order, Mortgage, Bond?
- 5.—When are Exchange, Premium, Collection, Storage and Commission Accounts opened.

Skill.

- 1.—Upon closing Mdse. account, how do you ascertain the Gain or Loss?
- 2.—When do we debit, and when credit, the following accounts :—Cash, Mdse., Bills Payable, Loss and Gain, Interest, Stock, Private, J. Jones?
- 3.—In making out your statements preparatory to closing the Ledger, where do you place the following items :—Mdse. on Hand, Balance of Real Estate, Coal for use of Store, Money in Bank, Interest receivable, Balance of Interest.
- 4.—Mark off four columns with the following headings :—Resource, Liability, Loss, Gain, and put the following accounts into the column to which it belongs :—Cash, Mdse., Bank, Bank Stock, Real Estate, Expense, Rent, Freight, Shipment, Consignment, J. Jones, S. Evans.
- 5.—How far is the Trial Balance a test of correct work?

To Journalize.

- 1.—Sold Mdse. for cash \$150