

## **BUSINESS STUDIES FOR J.S.S.3**

### **SCHEME OF WORK FOR THIRD TERM**

<b>WEEK</b>	<b>TOPIC</b>
<b>1</b>	<b>REVISION OF LAST TERM'S WORK</b>
<b>2</b>	<b>ERASING TECHNIQUES</b>
<b>3</b>	<b>MEMORANDUM</b>
<b>4</b>	<b>BUSINESS LETTER</b>
<b>5</b>	<b>BUSINESS LETTER</b>
<b>6</b>	<b>SIMPLE TABULATION</b>
<b>7</b>	<b>REVISION/EXAMINATION</b>

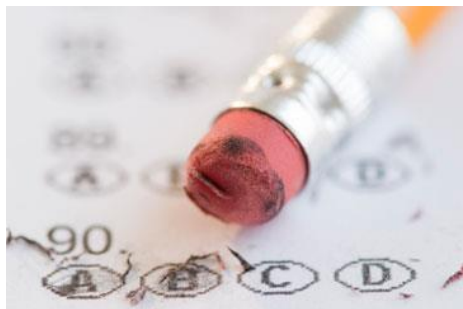
## WEEK 2: ERASING TECHNIQUES

*Erase* implies a scraping or rubbing out of something written or drawn, or figuratively, the removal of an impression.

Mistakes happen all the time. And that's OK. Everyone makes mistakes. The important thing is to learn from them and erase them as soon as possible once you spot them

### ERASING USING RUBBER

Before *rubber* erasers, tablets of wax were used to *erase* lead or charcoal marks from paper. Bits of rough stone such as sandstone or pumice were used to remove small errors from parchment or papyrus documents written in ink.



**ERASER**

### ERASING USING CORRECTION FLUID

A *correction fluid* or *white-out* is an opaque, usually white *fluid* applied to paper to mask errors *in* text. Once dried, it can be written over. It is typically packaged *in* small bottles, and the lid has an attached brush (or a triangular piece of foam) which dips into the bottle...