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
## Suggested Solutions

<table>
<thead>
<tr>
<th>Question number</th>
<th>Possible marks</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8</td>
<td><img src="image" alt="Crossword Solution" /></td>
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