

**BUSINESS STUDIES**  
**JUNIOR SECONDARY SCHOOL (JSS 2)**  
**FIRST TERM**

| <b>WEEK</b> | <b>TOPICS/CONTENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <b>1.</b>   | <b>THE RECEPTION OFFICE</b><br>I. Describe the Reception Office<br>II. Explain the Meaning of Receptionist<br>III. State the Importance of a Receptionist<br>IV. List the Qualities of Receptionist<br>V. Outline the Duties of a Receptionist<br>VI. State How to Treat Visitors<br>VII. Explain Appropriate Office Dress Code<br>VIII. Outline the Procedure for answering the Telephone<br>IX. Documents Handled by the Receptionist<br>X. Identify and Design Visitor's book, Request Form |
| <b>2.</b>   | <b>OFFICE</b><br>I. State and Explain Types of Correspondence Records<br>II. State the Uses of Correspondence Records<br>III. List ways through which Mail comes into an Organization<br>IV. Outline the procedure for Handling Correspondence<br>V. Handling of Mail                                                                                                                                                                                                                          |
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