

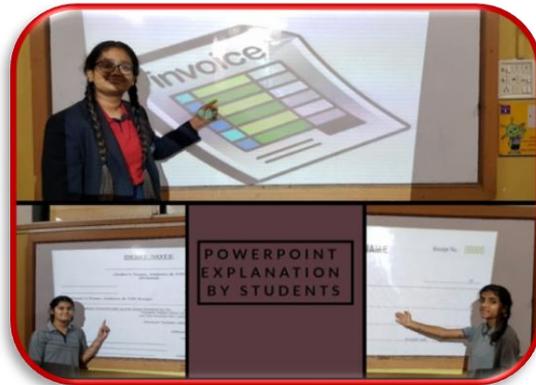
## Podar International School Cambridge International, Kalyan International School Award: Activity 7 “BUSINESS DOCUMENTS”

**BUSINESS DOCUMENTS’** was a collaborative project for grade 9 and 10. The project aimed at studying the format of various business documents such Invoice, Debit Note, Credit Note, Statement of Account, Cheque and Receipt used in various countries such as India, China and Singapore.

The ISA activity was divided into five sub activities as follows:

**Research work done by students:** - We were divided in groups and were assigned different countries like India, Singapore and China. We had to research and study the topic thoroughly. We tried connecting this in real life situations where all of us collected few invoices and other bills during Christmas vacation.

**Making Charts:** - We prepared a chart to present our knowledge about Business Documents in a precise 2D way on A4 size sheets so that it could be scanned. This was further displayed on the class board.



**PowerPoint Presentation (PPT):-** We presented the information in form of a small presentation in an interactive way.



**Visit to a Supermarket:** We made a visit to a Super market headed by Accounts teacher. We did some shopping and made payment by cash and also debit card was used by our Account teacher.

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**Role Play:** - Last but not the least, the best part of the activity was to enact our different roles in order to understand much better. The activity was filled with enjoyment and of course learning new things. We had been practicing the role play- starting from writing with our dialogues to enacting it in front of camera.

**Conclusion:** - Overall, we were all assessed on the completion of all the above aspects and demonstration of research. These last few days where we all were engaged in the activity had been fun. Eventually we learnt more about our Accounts subject. It was a great way to learn through comprehensive curriculum which supports the mastery of academics, creates critical thinking and develops communication skills.

Thus the project ‘BUSINESS DOCUMENTS’ meets with all its objectives of acquiring the knowledge of accounting concepts, format and contents of Business documents, importance of each document, the document issued by the creditor and the document issued by the debtor. It was indeed a learn with fun activity.