

**Skills for business**

Read the chart showing the skills needed to complete these work-related tasks. Complete the chart to show how confident you are at present.



Task	Skill	Confident	Need to work on this
<b>Keep weekly accounts</b>	Keep weekly cash records		
	Add and subtract pounds and pence		
	Calculate weekly balance		
<b>Prepare a quotation</b>	Include all relevant information		
	Calculate costs, total, and VAT		
	Proofread and check spellings		