
Introduction

How to Use this Book

This book is primarily intended for students who have already studied some book-keeping. However, since all the principles and techniques are illustrated in the relevant chapters, it is not a prerequisite to have any previous knowledge.

You are recommended to read a chapter, understanding each technique which is being explained, before proceeding to the next point. You should then study the worked examples and solutions, making sure that you fully understand how the solutions have been arrived at, and why.

Only when you are sure you have completed this stage should you proceed to the Further Exercises. These should be attempted without reference to the answers that follow; use the answers given to compare with your own, to ensure that you have fully understood the subject matter.

The book contains over 100 questions from past papers set by various examination bodies, and if you successfully work through these, you will be adequately prepared to achieve success in your examination.

Revision

Before you start to revise, find out exactly which syllabus you are following and obtain a copy of it. The book contains many questions from the most recent examination papers of various examination boards. However, having worked through these, you may wish to obtain copies of past papers from your own examination board. Certainly the best way to check your revision progress in Accounting is to work carefully through as many typical questions as you possibly can. Take a topic at a time, make certain that you understand fully the key points of theory and then attempt a range of questions.

The examination

In practical accounting examinations it is vital that you allocate the time you spend on each question according to the number of marks awarded for the question. Calculate how long you can afford to spend on each question and do not spend more time on it.