**BUSINESS STUDIES**

**FORM TWO**

**OPENER EXAM 2023**

**TIME: 1HOUR 30 MIN**

**NAME………………………………………………ADM NO…………CLASS…………**

1. Outline four functions of an office. 4mks

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. State sour characteristics of a good filing system. 4mks

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. Outline four advantages of enclosed office layout.4mks

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. Highlight four important of trade. 4mks

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

1. Give four purpose of a business. 4mks

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

1. Highlight four characteristics of basic wants. 4mks

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

1. Give four types of utility. 4mks

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

1. State four characteristic of an entrepreneur. 4mks

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. State four sources of business ideas. 4mks

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. Give four contents of a business plan. 4mks

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. State four advantages of using office machines. 4mks

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. State four reasons why a cheque may be dishonored. 4mks

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. Give two types of small scale retailers without shops 4mks

……………………………………………………………………………………………………………………………………………………………………………………………………..