**BUSINESS STUDIES**

**FORM TWO**

**OPENER EXAM 2023**

**TIME: 1HOUR 30 MIN**

1. Outline four functions of an office. 4mks

**Communication**

**Filing**

**Mailing**

**Receiving and sending information**

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

**Simplicity-should be simple to understand**

**Compactness- should occupy little space**

**Safety –should ensure documents are safe**

**Flexibility- should be adjustable to changing circumstances**

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

**Encourages teamwork**

**Encourages sharing of machine**

**Save on space**

**Relatively cheap to decorate**

1. Highlight four important of trade. 4mks

**Creation of employment.**

**Promotes social relations**

**Disposal of surplus**

**Promotion of technology**

1. Give four purpose of a business. 4mks

**Identify mistakes**

**Identify strength and weaknesses.**

**As a tool for control**

**Required by financiers**

1. Highlight four characteristics of basic wants. 4mks

**Are satisfied first before secondary wants.**

**Are felt needs**

**Cannot be postponed**

**One cannot do without**

1. Give four types of utility. 4mks

**Form utility**

**Time utility**

**Place utility**

**Possession utility**

1. State four characteristic of an entrepreneur. 4mks

**Patient and persistent**

**Independent**

**Initiative**

**Creative and innovative**

1. State four sources of business ideas. 4mks

**Listening to what people say**

**Hobbies and interests**

**Gaining from waste**

**Market gaps**

1. Give four documents used in home trade.4mks.

**Invoice**

**Receipt**

**Credit note**

**Debit note**

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

**Are faster**

**Are more accurate**

**Are more presentable**

**Reduces fraud**

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

**If it is a stale cheque**

**If the cheque is a postdated cheque**

**If the cheque is dirty or torn**

**If the amount n figures differs with the amount in words**

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

**Hawkers**

**Online selling**