**BUSINESS STUDIES**

**FORM 4**

**OPENER EXAM**

**TIME: 1 HOUR 15 MIN**

**NAME…………………………………………….ADM…………CLASS………..**

1. State four characteristics of a good filing system. 4mkS

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1. Outline four types of unemployment.4mks

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1. Highlight four factors that determine the size of the firm.4mks

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1. State four assumptions in the two sector economy.4mks

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1. Highlight four circumstances under which personal selling is appropriate. 4mks

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1. State four characteristics of human wants. 4mks

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1. State four factors that hinders effective communication. 4mks

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1. Give four differences between goods and services. 4mks

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1. Highlight four duties of commercial attaches. 4mks

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1. State four factors to consider when selecting a distribution channel. 4mks

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1. On 1st march 2017 Lyon had sh 87,000 cash in hand and sh 250, 000 at bank.

During the month the following transactions took place.

March 2. Cash sales sh 60,000

“ 3. Paid salaries sh 101500.

“ 4. Received a cheque of sh 76,000from henry after allowing him cash discount of 15%.

“ 6. Bought office equipment by cheque sh 86,000.

“ 17. Settled Marita’s account for sh 34,200 in cash having deducted sh 800 cash discount.

“ 20. Received a cheque for sh 165,000in respect to sales.

“ 22. Paid wages sh 25,000 in cash.

“ 24. Withdrew sh 32000 from bank for office use.

“ 25. Withdrew sh 4000 for personal use.

“ 29received sh 17,000cash from Alvin in settlement of his account less sh 1000 cash discount.

“ 31. Deposited all the ach into the bank except sh 24,000.

Required: prepare three column cash book duly balanced. 10mks