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

**FORM 2**

**BUSINESS STUDIES**

**TIME: 1 ½ HRS**

**INSTRUCTIONS: *Answer all questions in the spaces provided***

1. Mention **four** methods of reproducing documents in an office. (4mks)

 (a)

 (b)

 (c)

 (d)

2. state **four** barriers to effective communication. (4mks

(a)

(b)

(c)

(d)

3. Identify whether the following factors fall under micro or macro environment of a business.

 (4mks)

 **Factor**  **Environment**

 (a)Competition level

 (b)Business structure

 (c)Cultural beliefs

 (d)Human resource

4. State **four** sources from which an entrepreneur may obtain business ideas. (4mks)

 (a)

 (b)

 (c)

 (d)

5. State **four** disadvantages of railway transport. (4mks)

 (a)

 (b)

 (c)

 (d)

6. Highlight **four** factors that a trader may consider when determining the appropriate means of transport (4mks)

 (a)

 (b)

 (c)

 (d)

7. List **four** ways the government may regulate business activities in a country (4mks)

 (a)

 (b)

 (c)

 (d)

8. The diagram below represents trade.

 Trade

Retail Trade

 b

 c

 a

International Trade

 d

Identify what is represented by:

 (a)

 (b)

 (c)

 (d)

9. Highlight **four** features of a supermarket. (4mks)

(a)

(b)

(c)

(d)

10. State **four** characteristics of economic resources. (4mks)

 (a)

 (b)

 (c)

 (d)

11. state **five** essential elements of communication. (5mks)

(a)

 (b)

 (c)

 (d)

12. Identify the terms given to each of the following statements. (5 marks)

|  |  |  |
| --- | --- | --- |
|  | Statement | Term |
| a. | Transport goods from producers to consumers |  |
| b. | Activities carried out with a view of making profit. |  |
| c. | A person who uses a good or service. |  |
| d. | Increasing the usefulness of a good or services |  |
| e. | Study of how human beings strive to satisfy unlimited wants with limited resources. |  |