**NAME: …………………………………………………….CLASS:…….. ADM.NO. :………..**

**BUSINES FORM ONE**

1. State four characteristics of basic human wants (4mks)

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

1. Commerce is the study of trade and aids to trade highlight four aids to trade. (4mks)

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

1. The following are factors that influence a business tick appropriately. (4mks)

|  |  |  |
| --- | --- | --- |
| Factor | Internal environment | External environment |
| 1. Business technology |  |  |
| 1. Financial |  |  |
| 1. Demographics |  |  |
| 1. Legal political |  |  |

1. Outline four factors that one should consider when selecting office equipment. (4mks)

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

1. Outline four advantages that a business may get from division of labour. (4mks)……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….
2. Highlight four characteristics of capital as a factor of production. (4mks)

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

1. Outline four ways of creating utilities. (4mks)

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

1. As a business student, advise your parents on three things they can do to encourage your house girl to work harder. (3mks)

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

9. Outline four shortcomings of direct production. (4mks)

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

10.Outline four source of business ideas. (4mks)

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

11.State four roles played by ethics in business. (4mks)

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

12. Classify the following office staff as managerial, junior or subordinate staff. (4mks)

|  |  |
| --- | --- |
| **Staff** | **Category** |
| Office Managers |  |
| Drivers |  |
| Company Secretary |  |
| Copy Typist |  |

13. Highlight four trends in office. (4mks)

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

14. Highlight **four** features of a good filing system. (4 marks)

.

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

15. State four factors that influence entrepreneurial practices. (4mks)

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

16. Highlight four advantages of itinerant traders. (4mks)

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

17. State three differences between open office layout and enclosed office layout. (3mks)

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

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

18.Outline four services offered by wholesalers to producers. (4mks)

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

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