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

**BUSINES FORM ONE**

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

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

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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)

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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)

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

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

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

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

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

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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)

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

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

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

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

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

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