

BUSINES FORM ONE, TERM 2 MID – TERM YEAR 2024

M/S

1. **Outline four advantages of filing documents in an organization. (4mks)**

- ✓ Documents can be retrieved fast when required.
- ✓ The office remains tidy and clean.
- ✓ Documents are kept safe from un authorized people
- ✓ Documents are safe from damage and loss.
- ✓ Documents will be available for future reference.

2. **Define an entrepreneur and state four characteristics possessed by him/her. (5mks)**

- ✓ An entrepreneur is a person who identifies a business opportunity and acquire the necessary resources to start and run a business.(any other appropriate answer)

b)

- ✓ Design to achieve.
- ✓ Readiness to take risks.
- ✓ Innovative and creative.
- ✓ Time Conscious.
- ✓ Persistent and patient (any other)

3. **State four main sources of business ideas. (4mks)**

- a) Newspaper /Magazines / Periodicals
- b) Shows and exhibitions.
- c) Vocation training and experience.
- d) Listening to what people say. (any other appropriate ans)

4. **Indicate the level of production associated with each of the following occupations; (4mks)**

Occupation	Level of production
Mining	Primary
Oil Refining	Secondary
Insurance	Tertiary
Teaching	Tertiary

5. **State the main components that comprise Business studies. (4mks)**

- a) Commerce.
- b) Economics
- c) Office practice.
- d) Accounting

6. **Classify the following into micro or macro environment. (4mks)**

FACTOR	CATEGORY
Business structure	Micro – Environment
Competition	Macro – Environment
Population	Macro – Environment
Resources owned by a business	Micro - Environment

7. **State four characteristics of a good filing system. (4mks)**

- a) Compact/occupy less space.
- b) Adaptable/ flexible/ capable of coping with future changes.
- c) Simple to operate.
- d) Provide safety of documents.
- e) Appropriate to the needs of the business.

8. **Differentiate between Division of labour and specialization. (2mks)**

Division of labour is where a production process is divided into stages and each stage is assigned to an individual or a group of individuals. Specialization on the other hand is concentrating in production of what one can produce best and leaving other people to produce other goods and services

9. **Define the term utility and state its four types. (5mks)**

Utility refers to the ability of a good or a service to satisfy human wants.

Types:

- ✓ Possessive Utility
- ✓ Time utility
- ✓ Form utility
- ✓ Place utility

10. **Identify the office equipment which performs each of the following functions;**

a) **Printing postage impressions on envelopes.**

Franking machine

b) **Preparing cash receipts.**

Cash register

c) **Trimming documents into required sizes and shapes.**

Guillotine

d) **Joining or pinning documents onto a surface.**

Stapler

SECTION B

11. **Explain five characteristics of a land as a factor of production. (10mks)**

- a) A basic factor of production – no production can take place without it.
- b) Quality is not homogeneous- Production of land is different at different places.
- c) Supply is fixed – The earth surface cannot be increased.
- d) Lacks Geographical mobility – land cannot be moved from one place to another.
- e) It's a natural resource – land is provided free by God / nature.

12. **Explain with examples the nature of activities that may take place in secondary and tertiary level of production. (10mks)**

- a) Manufacturing – Combining several /raw materials to come up with final product.
- b) Processing – Converting of a particular good into a more useful form eg wheat into flour.
- c) Construction – Building of structure such as houses, bridges and roads.
- d) Provision of commercial services – Services that are either trade or assist trade to take place. Eg transportation.
- e) Provision of direct personal services – Services that are rendered directly to the consumers eg teaching and preaching.