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

**BUSINES FORM ONE, TERM 2 2024**

**MID – TERM**

**TIME:1 ¼ HRS**

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

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

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

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

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| **Occupation** | **Level of production** |
| Mining |  |
| **Oil Refining** |  |
| **Insurance** |  |
| **Teaching** |  |

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

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

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| **FACTOR** | **CATEGORY** |
| Business structure |  |
| Competition |  |
| Population |  |
| Resources owned by a business |  |

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

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

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

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1. Identify the office equipment which performs each of the following functions;
2. Printing postage impressions on envelopes.

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1. Preparing cash receipts.

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1. Trimming documents into required sizes and shapes.

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1. Joining or pining documents onto a surface.

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**SETION B**

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

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

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