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

**BUSINES FORM ONE**

**TERM 2 2024**

**END TERM**

1. **State four characteristics of basic human wants (4mks)**
2. One can not do without them
3. They are felt needs
4. They cannot be postponed
5. They are satisfied before secondary wants.
6. **Commerce is the study of trade and aids to trade highlight four aids to trade. (4mks)**
7. Insurance
8. Warehousing
9. Transport
10. Banking
11. Communication
12. Advertising.
13. **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)**
2. Cost
3. Adaptability.
4. Durability.
5. Effect on staff moral
6. Availability of complimentary resources
7. Availability of manpower.
8. Availability of room.
9. Security of equipment.
10. **Outline four advantages that a business may get from division of labour. (4mks)**
11. Output for workers is greatly increased
12. High quality products are produced
13. Makes it possible for greater use of machines.
14. Less mental and physical effort expended due to routine.
15. **Highlight four characteristics of capital as a factor of production. (4mks)**
16. It is man made
17. A basic factor of production ‘subject to depreciation
18. Can be improved through technology.
19. Subject to depreciation.
20. **Outline four ways of creating utilities. (4mks)**
21. Form utilities through manufacturing, construction or processing
22. Place utility through transportation.
23. Time utility through storing trade or gifts.
24. Possession utility through trade or gifts.
25. **State three ways parents can motivate house girl to work harder. (3mks)**
26. Allow her a few days off duty every month.
27. Pay rise
28. Exposing or teach her how to carry our house chores.
29. Appreciating her every time she does her work well.
30. Involve her in decision making.
31. **Outline four shortcomings of direct production. (4mks)**
32. Low quality goods are produced.
33. Simple methods are used in production
34. Low quality goods produced
35. Goods produced are meant for direct consumption
36. Leads to individualism.
37. **Outline four source of business ideas. (4mks)**
38. Newspapers
39. Shows and exhibitions.
40. Vocational training and experience
41. Waste products
42. Hobbies
43. **State four roles played by ethics in business. (4mks)**
44. Ensures fair play in competition.
45. Ensure rights of employees are protected.
46. Ensure s that the right people are assigned the right jobs.
47. Ensure s that customers are fairly treated.
48. **Classify the following office staff. (4mks)**

|  |  |
| --- | --- |
|  Staff  | Category |
| 1. Office Managers
 |  Managerial |
| 1. Drivers
 | Junior |
| 1. Company Secretary
 | Managerial |
| 1. Copy Typist
 | junior |

1. **Highlight four trends in office. (4mks)**
2. E – Mail – written messages sent electronically especially through a computer.
3. Website – Virtual location in the internet where information can be posted for other people to access.
4. Teleconferencing – Holding a meeting through computers when participating are far apart.
5. E – Commerce – Carrying out trading activities through the internet.
6. **Highlight four features of a good filing system.**

 (4 marks)**. (4mks)**

1. Simple to understand
2. Compact/not occupying too much space
3. suitability/appropriate to the needs of business
4. elasticity/flexibility
5. accessibility
6. economical
7. **State four factors that influence entrepreneurial practices. (4mks)**
8. Government policy.
9. State of infrastructure.
10. Level of education and skills.
11. Availability of markets.
12. Availability of resources.
13. Culture.
14. Level of competition
15. Political stability
16. Natural factors.
17. **Highlight four advantages of itinerant traders. (4mks)**
18. Little amount requirements
19. Requires little capital to start
20. Convenient as they take goods to customers.
21. They sell in cash and therefore do not suffer bad debts.
22. Flexible as they can move from one place to another.
23. **State three differences between open office layout and enclosed office layout. (3mks)**

|  |  |
| --- | --- |
| OPEN  | CLOSED |
| 1. Large room where many employees work from
2. No privacy for confidential discussions.
3. Low construction and maintenance costs few partitions.
4. Close supervision of workers discourages absenteeism.
5. Minimum staff movement saving time when passing information .
6. Air conditioning, lighting and heating in the room may not be conducive to all.
7. Does not give prestige to officers
 | 1. Small cubicles occupied by one or two officers
2. Provide the privacy for confidential discussion
3. High construction cost
4. Encourage absenteeism due to lack of supervision.
5. Time wasting as staff move from one office to another
6. Can be done to occupants needs.
7. Counters prestige
 |

1. **Outline four services offered by wholesalers to producers. (4mks)**
2. Relieves the producers from the problem of distribution.
3. Relieves the producers from marketing risks.
4. Relieves the producers from storage risks.
5. Relieves the producers of market research.
6. Relieves the producers from problem as promotion.
7. Finance them by buying in cash.