**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADM NO: \_\_\_\_\_\_\_\_\_\_\_\_CLASS:\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

MARKS HERE

**BUSINESS STUDIES**

**TERM 3, 2023**

**INSTRUCTIONS: (answer all questions) TIME: (1h 30 min)**

1. Outline four advantages of trade. 4mks.

***Helps one to acquire what he/she does not produce.***

***Creates employment***

***Enables producer to dispose off surplus.***

***Avil variety of goods***

1. Give four type of small scale retailers with shops. 4mks

***Canteens***

***Kiosks***

***Single shops***

***Tied shops***

1. State four advantages of itinerant traders. 4mks

***Flexible as they move from place to another***

***Require few legal formalities***

***Do not suffer bad debts***

***Requires little capital to start***.

1. Outline four characteristics of supermarkets.4mks

***Goods have price tags.***

***Prices are fixed.***

***Stock variety of goods.***

***Do not sell on credit.***

1. Highlight four services rendered by retailers to consumers. 4mks

***Credit facilities***

***After sales services***

***Variety of goods***

***Break the bulk.***

***Advice***

1. Give four types of wholesalers. 4mks

***General merchandise wholesalers***

***General line wholesalers***

***Specialized wholesalers***

***Nationwide wholesalers***

***Regional wholesalers***

***Mobile wholesalers***

1. Outline four disadvantages of hyper markets. 4mks

***Mainly found in urban areas***

***Requires large amount of capital***

***Requires large amount of space.***

***Their places are not controlled***

1. Highlight four importance of entrepreneurship. 4mks

***Saves on imports***

***Creation of employment***

***Raising standards of living***

***Improvement of infrastructure.***

***Promotion of technology.***

1. Outline four causes of business success. 4mks

***Proper location***

***Availability of raw materials***

***Good public relations***

***Commitment to the business.***

***Proper debt management***

1. State four functions of an office. 4mks

***Communication***

***Receiving and sending of information***

***Filing***

***Safeguarding organizational property.***

***mailing***

1. State four advantages of division of labour and specialization. 4mks

***Output per work is greatly increased***

***Encourages invention and innovation.***

***Makes it possible for greater use of machines***

***Saves on time.***

***High quality goods are produced***.