

1. Outline four advantages of sole proprietorship form of business. (4mks)

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2. Describe the following factors that make up the external business environment. (4mks)

i. Economic factors

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ii. Demographic factors

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iii. Socio-cultural factors

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iv. Technological factors

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3. Highlight four services offered by retailers to consumers. (4mks)

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4. Mention four benefits of office machines to an organization. (4mks)

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5. State four roles of an entrepreneur in production. (4mks)

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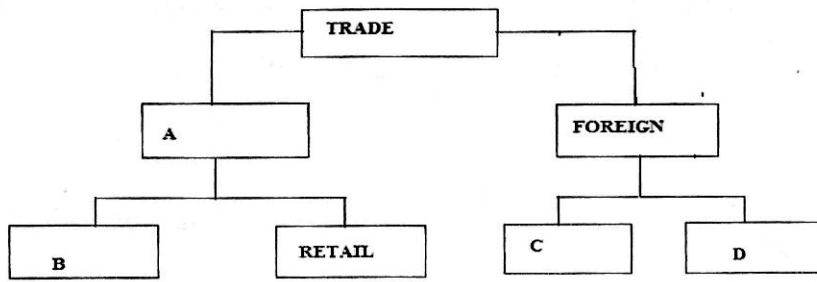
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6. Fill the blanks marked A, B, C and D

(4mks)



ii. B

iii. C

iv. D

7. Give the provisions of the partnership act of 1963 regarding:

(4mks)

i. Profits and losses:

ii. Admission of new partner:

iii. Salary to any partner

iv. Contribution of capital

8. Outline four trends in office management.

(4mks)

9. Give four roles played by the stock exchange market in Kenya.

(4mks)

10. State four benefits of hire purchase selling to a trader. (4mks)

11. Outline four roles of ethics in business operation. (4mks)

12. Outline four ways by which an institution can improve the performance of its workers. (4mks)

13. List any four documents used in home trade that originates from the seller.

14. Outline four characteristics of services. (4mks)

15. List four disciplines that form business studies. (4mks)

16. Outline four features of cooperative societies. (4mks)

17. State four circumstances under which a proforma invoice may be used. (4mks)

18. Outline four reasons why choices are important in the satisfaction of human wants. (4mks)

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19. Give four functions of an office in an organization. (4mks)

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20. Give four reasons why a consumer may prefer buying from a super market. (4mks)

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21. Give four characteristics of indirect production. (4mks)

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22. State four ways in which natural resources may be of benefit to a country.

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23. Outline four types of business activities. (4mks)

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24. List four factors that constitute the internal environment of a business. (4mks)

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25. Outline four disadvantages of public corporations.