**NAME………………………………………………………………………….CLS………………ADM……………..**

**OPENER EXAMINATION: TERM 1 2024**

**BUSINESS STUDIES**

**FORM TWO**

**TIME: 2HRS**

**INSTRUCTIONS: ANSWER ALL QUESTIONS IN THE SPACES PROVIDED (100 MARKS)**

1. State four characteristics of a good filing system (4marks)
2. ………………………………………………………………………………………………………………..
3. …………………………………………………………………………………………………………………
4. …………………………………………………………………………………………………………………
5. ………………………………………………………………………………………………………………….
6. Highlight four limitations of direct production. ( 4marks)
7. …………………………………………………………………………………………………………………….
8. ……………………………………………………………………………………………………………………..
9. ………………………………………………………………………………………………………………………
10. ……………………………………………………………………………………………………………………….
11. List four factors that constitute external business environment (4marks)
12. …………………………………………………………………………………………………………………
13. …………………………………………………………………………………………………………………
14. …………………………………………………………………………………………………………………
15. …………………………………………………………………………………………………………………
16. Highlight four circumstances under which cash means of payment is appropriate ( 4marks)
17. ………………………………………………………………………………………………………………
18. …………………………………………………………………………………………………………………
19. …………………………………………………………………………………………………………………
20. …………………………………………………………………………………………………………………
21. Write down four characteristics of a chain store ( 4marks)
22. ………………………………………………………………………………………………………………………..
23. ………………………………………………………………………………………………………………………..
24. ………………………………………………………………………………………………………………………
25. ………………………………………………………………………………………………………………………
26. Give four factors that one should consider when selecting office equipment (4marks)
27. ………………………………………………………………………………………………………………………..
28. ………………………………………………………………………………………………………………………..
29. ………………………………………………………………………………………………………………………
30. ………………………………………………………………………………………………………………………
31. Indicate in the table belo0w the documents that suits the description given in each case (4marks)

|  |  |
| --- | --- |
| Description  | Document  |
| Used to correct undercharge in the invoice |  |
| Used to demand payment for goods delivered |  |
| Packed together with goods  |  |
| An acknowledgement of a debt  |  |

1. Other than use of computers in an office mention four recent trends in office management (4marks)
2. …………………………………………………………………………………………………………….............
3. ………………………………………………………………………………………………………………………
4. ………………………………………………………………………………………………………………………
5. ………………………………………………………………………………………………………………………..
6. State four benefits that a firm may enjoy by preparing a business plan (4marks)
7. ………………………………………………………………………………………………………………………..
8. ……………………………………………………………………………………………………………………
9. ………………………………………………………………………………………………………………………
10. ………………………………………………………………………………………………………………………
11. State four characteristics of economic recourses (4marks)
12. ………………………………………………………………………………………………………………………
13. ………………………………………………………………………………………………………………………
14. ………………………………………………………………………………………………………………………
15. ………………………………………………………………………………………………………………………
16. State four roles of entrepreneur in production (4marks)
17. ………………………………………………………………………………………………………………………
18. ………………………………………………………………………………………………………………………
19. ………………………………………………………………………………………………………………………
20. ………………………………………………………………………………………………………………………
21. Highlight fours ways in which natural resources may benefit a country (4marks)
22. ………………………………………………………………………………………………………………………
23. ………………………………………………………………………………………………………………………
24. ………………………………………………………………………………………………………………………
25. ………………………………………………………………………………………………………………………
26. List four disadvantages of an enclosed office (4marks)
27. ………………………………………………………………………………………………………………………
28. ………………………………………………………………………………………………………………………
29. ………………………………………………………………………………………………………………………...
30. ………………………………………………………………………………………………………………………
31. Identify four characteristics of human wants (4marks)
32. ………………………………………………………………………………………………………………………
33. ………………………………………………………………………………………………………………………
34. ………………………………………………………………………………………………………………………
35. ………………………………………………………………………………………………………………………
36. Give four basic factors of production with their respective reward (4marks)
37. ………………………………………………………………………………………………………………………
38. ………………………………………………………………………………………………………………………
39. ………………………………………………………………………………………………………………………
40. ………………………………………………………………………………………………………………………
41. State four circumstance under which photocopying may be used to produce documents in an office (4marks)
42. ………………………………………………………………………………………………………………………
43. ………………………………………………………………………………………………………………………
44. ………………………………………………………………………………………………………………………
45. ………………………………………………………………………………………………………………………
46. Outline four sources of business idea (4marks)
47. ………………………………………………………………………………………………………………………
48. ………………………………………………………………………………………………………………………
49. ………………………………………………………………………………………………………………………
50. ………………………………………………………………………………………………………………………
51. State the type of utility created by each of the following activities (4marks)

**Activity**  **Utility**

1. Baking …………………………………………………

1. Transportation …………………………………………………
2. Banking ………………………………………………….
3. Retailing …………………………………………………..
4. State four features of land as a factor of production (4marks)
5. ………………………………………………………………………………………………………………………
6. ………………………………………………………………………………………………………………………
7. ………………………………………………………………………………………………………………………
8. ………………………………………………………………………………………………………………………
9. Outline four functions of an office (4marks)
10. ………………………………………………………………………………………………………………………
11. ………………………………………………………………………………………………………………………
12. ………………………………………………………………………………………………………………………
13. ………………………………………………………………………………………………………………………
14. Highlight four factors that one should consider when evaluating a business opportunity (4marks)
15. ………………………………………………………………………………………………………………………
16. ………………………………………………………………………………………………………………………
17. ………………………………………………………………………………………………………………………
18. ………………………………………………………………………………………………………………………
19. Outline four demerits of division of labour (4marks)
20. ………………………………………………………………………………………………………………………
21. ………………………………………………………………………………………………………………………
22. ………………………………………………………………………………………………………………………
23. ………………………………………………………………………………………………………………………
24. State four types of business activities (4marks)
25. ………………………………………………………………………………………………………………………
26. ………………………………………………………………………………………………………………………
27. ………………………………………………………………………………………………………………………
28. ………………………………………………………………………………………………………………………
29. Explain four ways in which traders prepare goods for sale (8marks)
30. ………………………………………………………………………………………………………………………

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1. ………………………………………………………………………………………………………………………

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