GATITU DAY MIXED SECONDARY SCHOOL

BST FORM 2 CAT 2

MIDTERM EXAM 2012

1. Define the term Transport (2mks)

2. Highlight four essentials of transport (4mks)

3. Give four characteristics of an entrenuer (4mks)

4. Highlight four factors affecting entrepreneurial development (4mks)

5. Give 4 advantages of open office layout (4mks)

6. Give 4 characteristics of a good filling system (4mks)

7. Give functions of each of the following machines as used in the office (4mks)

Equipment functions

i. Paper shredders

ii. Paper punch

iii.Franking machine

iv. Staple remover

8. List 4 factors to consider when selecting office equipments (4mks)

9. Give 4 disadvantages of carts (4mks)