**NAME CLASS**

**DATE SIGNATURE**

**GATITU MIXED SEONDARY SCHOOL**

**BUSINESS STUDIES**

**FORM ONE**

**3RD TERM 2013**

**2 HRS**

**Kenya Certificate of Secondary Education**

 **BUSINESS STUDIES**

 **FORM ONE 3RD TERM EXAMINATION 2013**

**Instructions:**

* **Answer all questions in the spaces provided**

**For Examiner’s Use Only**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Questions** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **Marks** |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Questions** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** | **25** |
| **Marks** |  |  |  |  |  |  |  |  |  |  |  |  |  |

**TOTAL**

**MARKS**

1. **List four disciplines/components of business studies (4mks)**
2. **State four reasons why business exist in the society (4mks)**
3. **Highlight four characteristics of economic resources (4mks)**
4. **Outline four disadvantages of direct production (4mks)**
5. **Give the reward for each of the following factors of production (4mks)**

|  |  |  |
| --- | --- | --- |
|  | **Factor** | **Reward** |
| a) | Labour |  |
| b) | Capital |  |
| c) | Entrepreneurship |  |
| d) | Land |  |

1. **List four benefits of entrepreneurship to the economy (4mks)**
2. **Give four sources of business ideas (4mks)**
3. **Highlight four functions of an office (4mks)**
4. **Mention the function of each of the following machines as used in an office**

**(4mks)**

|  |  |  |
| --- | --- | --- |
|  | **Machine** | **Function** |
| **a)** | **Guillotine** |  |
| **b)** | **Cash Register** |  |
| **c)** | **Facsimile** |  |
| **d)** | **Franking machine** |  |

1. **State four importance of home trade (4mks)**
2. **mention four advantages of Automatic Vending Machines (4mks)**
3. **Give the document used for each of the following purpose (4mks)**

**a) To reply to specific inquiry**

**b) To acknowledgement payment of goods**

**c) To correct undercharge**

**d) To alert the buyer that ordered goods are on the way**

**13 .State four reasons why a cheque may be dishonoured (4mks)**

**14. Mention four trends in office management (4mks)**

**15. List four causes of business failure (4mks)**

**16. Outline four negative effects of production (4mks)**

**17. List four characteristics of an entrepreneur (4mks)**

**18. State four ways in which a business may be responsible to customers**

**(4mks)**

**19. Give four factors that make up the external business environment**

 **(4mks)**

**20. State four characteristics of human wants (4mks)**

**21. Indicate the type of utility highlighted by each of the following activities**

**(4mks)**

 **i) Grinding maize into flour**

 **ii) A house wife buying clothes for her child**

 **iii) A warehouse keeping umbrellas in the store for use in rainy season**

 **iv) A student carrying a chair from the store for use in the classroom**

**22. Outline four characteristics of land as a factor of production (4mks)**

**23. State four advantages of an open office layout to an organization (4mks)**

**24. Classify each of the following goods as either producer or consumer goods . (4mks)**

|  |  |  |
| --- | --- | --- |
|  | **Goods** | **Classification of Goods** |
| a) | Machines |  |
| b) | Private car |  |
| c) | Clothing |  |
| d) | Exercise book |  |

**25. List four advantages of small scale retail business operators (4mks)**