

NAME.....ADM.....CLASS.....

1. Classify each of the following production activities as either primary or tertiary. (3mk)

Activity	Level of production
a) Digging clay soil	
b) Constructing a bridge	
c) Selling in shop	
d) Making tea	
e) Transporting medicine	
f) Growing vegetables	

2. The following are types of office equipment. Paper, fax machine, telex and telephone. In the table below, match each equipment with its appropriate function. (4mks)

Function	Equipment
a) Sending and receiving written messages	
b) Sending and receiving verbal messages	
c) Sending and receiving copies of messages	
d) Sending messages one way only.	

3. Outline four differences between the invoice and the proforma invoice. (4mks)

The invoice	The proforma invoice
a)	
b)	
c)	
d)	

4. Highlight the purpose of each of the following documents. (4mks)

Document	Purpose
a) Delivery note b) A debit note c) An invoice d) A statement of account	

5 Outline four disadvantages of maintaining an enclosed office layout. (4 marks)

- a).....
- b).....
- c).....
- d).....

6 State four characteristics of a good entrepreneur (4 marks)

-
-
-
-