

**GATITU GIRLS SECONDARY SCHOOL BOX 327 GATUNDU
BUSINESS STUDIES END TERM EXAM FORM TWO 1ST TERM 2016**

NAME _____ ADM _____ CLASS _____

1) Highlight **four** services rendered by retailers to consumers (4 marks)

- i) _____
- ii) _____
- iii) _____
- iv) _____

2) State **four** benefits of public corporations in Kenya. (4 marks)

- i) _____
- ii) _____
- iii) _____
- iv) _____

3) Outline **four** advantages of entrepreneurship in an economy. (4 marks)

- i) _____
- ii) _____
- iii) _____
- iv) _____

4. State whether each of the following activities would satisfy basic or secondary wants. (4 marks)

Activities	Basic	Secondary
Buying clothes for the family.		
Transporting milk.		
Providing food for school children.		
Entertaining the President.		

(5) Highlight **four** features that differentiate a co-operative societies from a private limited company form of business unit. (4 marks)

- i) _____
- ii) _____
- iii) _____
- iv) _____

6) Outline **four** factors that one needs to consider when selecting an office layout. (4 marks)

- i) _____

- ii) _____
- iii) _____
- iv) _____

7) Highlight **four** Business activities. (4 mks)

- i) _____
- ii) _____
- iii) _____
- iv) _____

8) Outline **four** types of resources that are important in Business. (4mks)

- i) _____
- ii) _____
- iii) _____
- iv) _____

9) State **four** sources of information for an entrepreneur. (4mks)

- i) _____
- ii) _____
- iii) _____
- iv) _____

10) Identify the machine used to perform the following tasks.

Statements	The machine
a) To count coins and notes	
b) To trim paper into required sizes and shapes	
c) To fold documents, place them in envelope and seal the envelope	
d) To print postage impression on envelopes	

11) Outline **four** characteristics of a good filing system (4mks)

- i) _____
- ii) _____
- iii) _____
- iv) _____

12) Highlight **four** methods that Government uses to protect consumers.

(4mks)

- i) _____
- ii) _____
- iii) _____
- iv) _____

13) Highlight **four** uses of a proforma invoice.

(4mks)

- i) _____
- ii) _____
- iii) _____
- iv) _____

14) Explain the meaning of the following terms as used in business ownership.

(4 mks)

- (i) Franchising _____
- (ii) Merger _____
- (iii) Holding company _____
- (iv) Front Office Savings Account (FOSA) _____

15) State **four** features of a hypermarket.

(4 mks)

- i) _____
- ii) _____
- iii) _____
- iv) _____

16) Outline **four** emerging issues in office practice today.

(4 marks)

- i) _____
- ii) _____
- iii) _____
- iv) _____

17) Describe **four** benefits of direct production.

(4marks)

- i) _____
- ii) _____
- iii) _____
- iv) _____

18) Outline **four** differences between private limited company and partnership forms of Business units. (4marks)

- i) _____
- ii) _____
- iii) _____
- iv) _____

19) Highlight **four** limitations of using consumer initiated methods in consumer protect (4marks)

- i) _____
- ii) _____
- iii) _____
- iv) _____

20) Give **two** differences between goods and services. (4 mks)

- i) _____
- ii) _____
- iii) _____
- iv) _____

21) Highlight **four** principles under which co-operative societies should be managed. (4 mks)

- i) _____
- ii) _____
- iii) _____
- iv) _____