

**GATITU GIRLS SECONDARY SCHOOL**  
**BUSINESS STUDIES MID-TERM EXAM 2<sup>ND</sup> TERM 2016 FORM ONE**

NAME \_\_\_\_\_ ADM \_\_\_\_\_ CLASS.....

(4 marks)

1. State four characteristics of human wants.
- (a) \_\_\_\_\_
- (b) \_\_\_\_\_
- (c) \_\_\_\_\_
- (d) \_\_\_\_\_

2. Highlight four features of economic resources. (4mks)
- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_
- (iii) \_\_\_\_\_
- (iv) \_\_\_\_\_

3. List down four factors that hinder labour mobility. (4mks)
- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_
- (iii) \_\_\_\_\_
- (iv) \_\_\_\_\_

4. Outline four disadvantages of an enclosed office. (4mks)
- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_
- (iii) \_\_\_\_\_
- (iv) \_\_\_\_\_

5. In the table below indicate the type of office equipment to match the function given(4 m

Function	Equipment
(a) Trimming papers to required size&shape	
(b) pacing holes on papers	
(c) counting coins	
(d) folding letters	

6. Highlight four ways in which a business idea can be implemented. (4 marks)

- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_
- (iii) \_\_\_\_\_
- (iv) \_\_\_\_\_

7 List four characteristics of man made resources. (4 marks)

- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_
- (iii) \_\_\_\_\_
- (iv) \_\_\_\_\_

8 Classify each of the following goods as either producer or consumer goods.(4 marks)

Good	classification
(a) factory	
(b) Private car	
(c) Iron ore	
(d) Tools	

9. Outline **four** types of business activities (4mks)

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

10 State any **four** classes of goods produced in the economy (4mks)

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

11.State **four** factors to consider when choosing a filing system in an organization (4mks)

- (i).....
- (ii).....

- (iii).....
- (iv).....
- 14. Outline **four** sources of business idea for an entrepreneur (4mks)
  - (i).....
  - (ii).....
  - (iii).....
  - (iv).....
- 15. Outline **four** advantage of divison of labour and specialization 4mks
  - a).....
  - b).....
  - c).....
  - d).....

- 16 Under what **four** circumstances would it be advisable for a business to use photocopying as a means of document reproduction. (4mrks)
- (a).....
  - (b).....
  - (c).....
  - (d).....

17. In the spaces provided, indicate the level of production that relates to each of the following activities. ( 4 marks )

<u>Activity</u>	<u>Level of production</u>
(a) Selling goods in the market	_____
(b) Fishing from a river	_____
(c) Constructing a road	_____
(d) Making shoes	_____

18. Identify four factors to consider when choosing office equipment . ( 4 marks )
- (i) \_\_\_\_\_
  - (ii) \_\_\_\_\_
  - (iii) \_\_\_\_\_
  - (iv) \_\_\_\_\_