

NAME _____

ADM _____

CLASS _____

GATITU GIRLS SECONDARY SCHOOL (GATUNDU)
BUSINESS STUDIES END TERM TWO EXAM 2016 FORM ONE

- 1 (i) _____
(ii) _____
(iii) _____
(iv) _____

2. Name the factors of production that each of the following resources relates to

	Resources	Factors of production
(a)	Cotton	_____
(b)	Water	_____
(c)	Manager	_____
(d)	Owner	_____

3. Identify **four** methods of reproducing documents in an office. (4 marks)

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

4. Identify **four** market gaps whose existence can create a business opportunity for a entrepreneur.

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

5. Identity **three** activities in primary level of production. (4 marks)

- ii) _____
(ii) _____

(iii) _____

(iv) _____

6. Highlight **four** advantage of itinerant traders (4mks)

(i).....

(ii).....

(iii).....

(iv).....

7. Highlight **four** merits that will accrue to a business by adopting the internet as a means of communication (4mks)

(i).....

(ii).....

(iii).....

(iv).....

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

(i).....

(ii).....

(iii).....

(iv).....

9. Outline **four** personal attributes of an office staffs (4mks)

(i).....

(ii).....

(iii).....

(iv).....

10 Outline four emerging trends in office management. (4mks)

i).....

ii).....

iii).....

iv)-----

12. State four features of goods. (4 mks)

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

13. In the table below indicate the of utility described. (4 marks)

Description	Type of utility
a) Collecting firewood	
b) Storage of maize	
c) Selling clothes	
d) Manufacturing goods	

14. State four factors to be considered when choosing means of reproducing documents (4marks)

- i)
- ii).....
- iii).....
- iv).....

15 Outline **four** features of tied shops. (4mks)

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

16 State the function of each of the following office equipment

(a) Composite machine (1mk)

(b) Franking machine (1mk)

(c) Guillotine machine (1mk)

(a) Shreding machine (1mk)

17 State **FOUR** emotional qualities that are essential for a good office staff (4 marks)

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

iii).....

iv).....

18 Outline **FOUR** characteristics of basic human wants (4 marks)

i).....

ii).....

iii).....

iv).....

19 Define the following terms

(i)Capitalgoods.....

(ii)Noneconomicgoods.....

(iii)Publicgoods.....

(iv)Durablegoods.....

20. State **FOUR** ways through which a business opportunity may rise in a country 4 mks)

(i).....

(ii).....

(iii).....

(iv).....

21. Outline **FOUR** advantages of an open air market to a consumer. 4marks)

(i).....

ii).....

(iii).....

(iv).....