GATITU DAY MIXED SECONDARY SCHOOL

BUSINESS FORM 1

END TERM EXAM TIME: 2HRS (70 MKS)

1. State four sources of business ideas. (4mks)

2. A university graduate would wish to start a business after graduation. State four factors she should consider in choosing the business. (4mks)

3. Outline four importance of entrepreneurship in an economy. (4mks)

4. Define the following words. (4mks)

a) Office

b)Office staff

c) Office layout

d) Office equipment

5. List four functions of an office (4mks)

6. Outline four demerits of using photocopies to reproduce documents. (4mks)

7. In the space provided, name the office equipment used to perform each of the following tasks.(4mks)

|  |  |
| --- | --- |
| FUNCTION | EQUIPMENT. |
| a. printing stamp impression on envelopes. |  |
| b. cutting paper into required sizes. |  |
| c. pinning papers together. |  |
| d. cutting unwanted papers into small sizes |  |

8. Define the following terms: (4mks)

a. filing

b. management staff

c. Junior staff

d. subordinate staff

9. State four characteristics of a good filling system. (4mks)

10. Outline four circumstances that would make an office manager to replace an existing machine with a modern one. (4mks)

11. Outline the current trends managements. (4mks)

12. List four uses of a computer in communication. (4mks)

13.Give two functions of each of the following office staff (4mks)

|  |  |
| --- | --- |
| a. Manager |  |
| b.Receptionist |  |
| c.Typist |  |
| d.Personal Secretary |  |

14.List four importance of a business plan (4mks)

15.Outline four characteristics of labour as a factor of production (4mks)

16.State four responsibilities of a business to its customers (4mks)

17.Highlight three types of printing machines (4mks)

18.List three healthy business environments (4mks)