

FM 1

GATITU GIRLS SECONDARY SCHOOL BUSINESS STUDIES MID-TERM EXAM 2ND TERM 2015

NAME _____ ADM _____ CLASS.....

1. State four characteristics of human wants. (4 marks)
- (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) Sending and receiving written messages	
(b) Sending and receiving verbal messages	
(c) Sending and receiving copies of messages	
(d) Sending messages one way only.	

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** ways entrepreneurship has benefited Kenyan economy (4mks)

(i).....

(ii).....

(iii).....

(iv).....

15. Outline **four** advantage of divison of labour and specialization 4mks

a).....

b).....

c).....

d).....

16. Outline **four** difficulties that would be faced by an individual in the satisfaction of human wants (4mks)

a).....

b).....

c).....

d).....

17. 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).....

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

Activity

Level of production

(a) Selling goods in the market

(b) Fishing from a river

(c) Constructing a road

(d) Making shoes _____

19. Identify four factors which enhance efficiency within the office of a business. (4 marks)

(i) _____

(ii) _____

(iii) _____

(iv) _____

20 state four functions of an office

4mks

a)-----

b)-----

c)-----

d)-----