**Name………………………………………………………..Adm. No …………..Roll no…………**

**KAHUHO UHURU HIGH SCHOOL**

**2012 : FORM 1 END TERM 2 EXAM *BUSINESS STUDIES.***

***Attempt all the questions in the space provided.(50 mark)***

1. Indicate the **most appropriate** office equipment to handle the following activities.(**5 mark)**

a) Sending and receiving verbal information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) Printing postage impression on envelopes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c) Complex calculations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d) Trimming documents into the required shape and size\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e) Reproducing documents from a stencil \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Many organizations are now using computers in offices. Outline **five reasons** why some organizations have not fully embraced use of computer in office.(**5 mark)**
2. Outline **five roles** of filing in an office. .(**5 mark)**
3. Office staff can be categorized into three categories; managerial, junior and subordinate. **Classify** the following staff.(**5 mark)**

a) Messenger \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) Company secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c) Cleaner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d) Telephone operator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e) Personal secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Outline **five factors** that an entrepreneur should consider when determining viability of a business opportunity. .(**5 mark)**
2. State **five social responsibilities** that a manufacturing company could extend to the community in which it is located at. .(**5 mark)**
3. Salem realized that his brother’s one year old business was growing very fast. Outline **five factors** that could be contributing to this scenario.(**5 mark)**
4. Outline **five importance** of trade. .(**5 mark)**
5. Production is a process of creating goods and services in order to satisfy human wants. Outline **five factors that hinder** mobility of labour as a factor of production.
6. Outline **five features** of economic resources .(**5 mark)**
   1. **`**