**NAME……………………………………………ADM.NO…………CLASS......**

**BUSINESS STUDIES**

**FORM ONE**

**TIME: 2 HOURS**

**TOP SCHOOLS MULTILATERAL END OF YEAR JOINT EXAMS 2023.**

**INSTRUCTIONS TO CANDIDATES**

1. *Write your name, admission number, school and class in the spaces provided*
2. *Sign and write the date of the examination in the spaces provided above*
3. *Answer all questions*
4. *All answers must be written in the space provided in this booklet*

For Examiner’s Use Only

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Question | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| Marks |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Question | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| Marks |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. Goods are used in satisfaction of human wants. Outline **FOUR** features of goods.(4mks )

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1. Identify **FOUR** benefits of indirect production.( 4 mks )

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1. State the factors of production represented by each of the following resources. ( 4 mks )

|  |  |
| --- | --- |
| **Resource** | **Factor** |
| ( a ) Land |  |
| ( b ) Fertilizer |  |
| ( c ) Farmer |  |
| ( d ) Tractor |  |

1. Highlight **FOUR** characteristics of basic wants.( 4 mks )

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1. Identify the utility created when the following activities are carried out.( 4 mks )

|  |  |
| --- | --- |
| **Activity** | **Utility** |
| ( a ) A farmer transporting maize to the market. |  |
| ( b ) A farmer keeping harvested maize in the family granary. |  |
| ( c ) The maize grains is ground into flour in the posho mill. |  |
| ( d ) the farmer sells the maize to the neighbouring school. |  |

1. Highlight any **FOUR** problems faced by human beings in the process of satisfaction of human wants. ( 4 mks )

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1. State the function of each of the following documents as used in home trade.( 4 mks )

|  |  |
| --- | --- |
| **Document** | **Function** |
| ( a ) Proforma invoice |  |
| ( b ) Advice Note |  |
| ( c ) Credit Note |  |
| ( d ) Order |  |

1. Jane has completed her secondary school studies. She wishes to engage in a small-scale retail business in her locality. Highlight **FOUR** types of business she can start.( 4 mks )

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1. Identify **THREE** parties to a cheque that makes it valid.( 3mks )

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1. Highlight **FOUR** characteristics of road side traders.( 4 mks )

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1. Outline **FOUR** factors that discourage entrepreneurial development in an economy.( 4 mks )

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1. State **FOUR** qualities that Nyakundi should possess in order to work effectively in an office.( 4 mks )

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1. Wanjohi Stores were paid for their deliveries through cheque. However the cheque was dishonoured. Give **FOUR** possible reasons that could have led to this.( 4 mks )

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1. Identify the type of goods described by the following statements given in the table below.( 4 mks )

|  |  |
| --- | --- |
| **Statement** | **Type of good** |
| ( a ) Used to create other goods. |  |
| ( b ) Require further processing in order to have utility. |  |
| ( c ) Government is obligated to provide them to her citizens. |  |
| ( d ) Have utility but no monetary value. |  |

1. The following statements refer to different office layouts. Identify the types of office layout explained in the following statements.( 3mks )

|  |  |
| --- | --- |
| Statement | Office layout |
| ( a ) All staff members operate from the same room. |  |
| ( b ) Senior managers are assigned separate rooms from where they coordinate activities. |  |
| ( c ) High class officeassigned to enhancing the image of the organization. |  |

1. Outline **FOUR** features of Mail Order business.( 4 mks )

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1. Highlight **four** ways through which an entrepreneur may generate business ideas.( 4 mks )

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1. State **four**  functions of an office.( 4 mks )

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1. Highlight **FOUR** external factors that may positively influence the operations of a business.( 4 mks )

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1. Outline **FOUR** advantages of an enclosed office layout.( 4 mks )

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1. Identify the type of wholesalers described in the statements given below.( 4 mks )

|  |  |
| --- | --- |
| **Description** | **Wholesaler** |
| ( a ) Deal in a wide range of products but within one line. |  |
| ( b ) Sells particular products to other specialized wholesalers |  |
| ( c ) Use vehicles to go round selling goods to trades. |  |
| ( d ) Sell their products to certain parts of the country only. |  |

1. Explain the meaning of the following terms as used in wholesale trade.( 4 mks )

( a ) Breaking Bulk. ------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

( b ) Packing. -----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

( c ) Blending. ---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

( d ) Branding.------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

1. State **FOUR** characteristics of chain stores (4marks)

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1. List **FOUR** components of business studies. (4 marks)

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1. State **THREE** importance of trade to a country. (3mks )

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1. State **THREE** categories of labour. (3 mks )

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**END**