

NAME.....CLASS.....ADM.....

BUSINESS STUDIES FORM 1

END OF TERM 3

TIME: 2 HOURS

THE STANDARD MEASURE SERIES FORM 1
END OF YEAR EXAMS 2023.

SECTION A

Answer all questions in the spaces provided (80 marks)

1. In the spaces provided below, indicate the type of utility created by each of the following commercial activities:

Commercial activity	Type of utility
(i) Selling goods to customers
(ii) Transporting goods
(iii) Storekeeping
(iv) Making a chair

2. State **four** services that a **wholesaler** may offer to a manufacturer. (4 mks)

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

3. Outline four factors that should be considered before buying office equipment (4mks)

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

4. Classify each of the following goods as either producer or consumer (4mks)

Good	Classification
a) Factory
b) Privates car
c) Clothing
d) Tools

5. Outline four characteristics of basic human wants. (4mks)

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

6. Outline three characteristics of direct production. (4mks)

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

7. State four roles of entrepreneurs in production. (4mks)

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

8. In the space provided name the office equipment used to perform each of the following tasks.

Functions	Equipment
a) Printing stamp impression on envelopes
b) Cutting paper into required sizes
c) Pinning papers together
d) Recording, processing, sorting & retrieving information

9. Outline **four** contents of a good business plan. (4 marks)

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

10. State **four** advantages of specialization and division of labour. (4 marks)

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

11. Indicate the best type of document to use in the following situations. (4 marks)

Situation	Document
a) Issued by a transport trader without his own transport means	
b) To correct an overcharge in the invoice	
c) Written by a seller to buyer demanding payment for goods delivered	
d) Written by a buyer to ask about goods that seller deals in	

12. State any **four** factors that can contribute to the success of business in a certain area

(4mks)

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

13. State **four** functions of an office in an organization (4mks)

- a)
- b)
- c)

- d)
- 14. Outline **four** element that may comprise the external environment of a business. (4 mks)
 - a)
 - b)
 - c)
 - d)
- 15. State four components of business studies (4mks)
 - a)
 - b)
 - c)
 - d)
- 16. Highlight **four** features of indirect production. (4mks)
 - a)
 - b)
 - c)
 - d)
- 17. Outline **four** disadvantages of the partitioned office layout. (4mrks)
 - a)
 - b)
 - c)
 - d)
- 18. State **four** reasons why a country should promote entrepreneurship. (4 mrks)
 - a)
 - b)
 - c)
 - d)

19. Identify the office etiquette described in the following statements. (4 marks)

	Statement	Office etiquette
a)	Handling people politely, pleasantly and with consideration	
b)	Ability to convince other people tactfully	
c)	Performing duties with precision and correctness	
d)	Ability to keep time in attending duties and appointments	

20. Outline **four** features of chain stores. (4 marks)

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

Section B: Answer any two questions (20 marks)

21. Assuming you were planning to start a business after form four, explain any five factors you would consider when evaluating your business idea. (10 marks)

- a)
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- b)
-
- c)
-
- d)
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22. Explain five limitations of small scale retailers (10 mks)

- a)
-
- b)
-

- c)
-
- d)
-

23. Describe five features of economic resources (10mks)

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