

FORM 1 ENDTERM 3 EXAM

BUSINESS STUDIES

NAMEADM.....CLASS.....

1. State four characteristics of basic human wants (4mks)

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2. Commerce is the study of trade and aids to trade highlight four aids to trade. (4mks)

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3. The following are factors that influence a business tick appropriately. (4mks)

Factor	Internal environment	External environment
a) Business technology		
b) Financial		
c) Demographics		
d) Legal political		

4. Outline four factors that one should consider when selecting office equipment. (4mks)

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5. Outline four advantages that a business may get from division of labour.
(4mks).....

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6. Highlight four characteristics of capital as a factor of production. (4mks)

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7. Outline four ways of creating utilities. (4mks)

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8. As a business student, advise your parents on three things they can do to encourage your house girl to work harder. (3mks)

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9. Outline four shortcomings of direct production. (4mks)

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10. Outline four source of business ideas. (4mks)

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11.State four roles played by ethics in business. (4mks)

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12. Classify the following office staff as managerial, junior or subordinate staff. (4mks)

Staff	Category
Office Managers	
Drivers	
Company Secretary	
Copy Typist	

13. Highlight four trends in office. (4mks)

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14. Highlight **four** features of a good filing system. (4 marks)

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15. State four factors that influence entrepreneurial practices. (4mks)

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16. Highlight four advantages of itinerant traders. (4mks)

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17. State three differences between open office layout and enclosed office layout. (3mks)

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18. Outline four services offered by wholesalers to producers. (4mks)

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