

FORM 2 TERM 1 OPENER

BUSINESS STUDIES

NAME..... ADM NO.....

CLASS..... SIGN.....

DATE.....

INSTRUCTIONS

Answer all questions in the spaces provided

1. State the term given to each of the following descriptions (4mks)

(a) Study of activities that are carried out in an office.....

(b) Study of the process of identifying a business opportunity, acquiring the resources to
Start and run a business.....

(c) Study of trade and aids to trade.....

(d) Study of a systematic record keeping.....

2. High light **four** reasons why a business plan is necessary to an entrepreneur (4mks)

(a).....

(b).....

(c).....

(d).....

3. State **four** characteristics of economic resources (4mks)

(a).....

(b).....

(c).....

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(d).....

4. Highlight **four** factors an organization would consider when an office layout (4mks)

(a).....

(b).....

(c).....

(d).....

5. Classify each of the following as **renewable** or **non-renewable resource** (4mks)

(a) Wool.....

(b) Lead.....

(c) Soda ash.....

(d) Natural gas.....

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

	Statement	Office Etiquette
a)	Handling people politely, pleasantly and with consideration	
b)	Being committed to the organization one is working for	
c)	Performing duties with excellence, precision and correctness	
d)	Ability to keep time in attending duties and appointments	

7. Outline the way through which each of the following types of utility may be created in production. (4marks)

(a) Time utility:

(b) Form utility:

(c) Place utility.....

(d) Possession utility.....

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8. Highlight **four** reasons why a consumer should satisfy basic wants before secondary wants.

(4mks)

- (a).....
- (b).....
- (c).....
- (d).....

9. Outline **four** external business environments that may affect the performance of the business. (4mks)

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

10. Name the documents that each of the following descriptions refer to. (4mks)

- a) Used to correct an overcharge on an invoice
- b) Used to alert the buyer that the seller received an order.....
- c) It is used to inquire for goods.....
- d) It is used to organize for transportation of goods between a seller and a public carrier.
.....

11. Give four characteristics of indirect production (4 marks)

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

12. Under what **four** circumstances would cheque payment be preferred most than cash payment?

(4mks)

- (a)

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- (b)
- (c)
- (d)

13. State **four** characteristics of a departmental store. (4mks)

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

14. State any **four** factors that can contribute to the success of business in a certain area (4mks)

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

15. Outline **four** features of a service. (4mks)

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

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

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

17. Outline any four roles of an entrepreneur in production. (4 marks)

- (a)
- (b)

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(c)

(d)

18. As a student of business studies give two benefits you can get from learning
the subject (2 Marks)

(a)

(b)

WELCOME TO FORM TWO

All the Best

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