

Instruction: Answer all question in this section in the space provided.

1. State four careers that are open for students who are studying business studies. (4marks)

- (i). .....
- (ii). .....
- (iii). .....
- (iv). .....

2. Outline four main functions of an office in any business organization. (4marks)

- (i). .....
- (ii). .....
- (iii). .....
- (iv). .....

3. State four causes of decline demand of a certain commodity over a short period of time. (4marks)

- (i). .....
- (ii). .....
- (iii). .....
- (iv). .....

4. List factors that hinder growth of small business. (4marks)

- (i). .....
- (ii). .....
- (iii). .....
- (iv). .....

5. State four drawbacks of public corporation. (4marks)

- (i). .....
- (ii). .....
- (iii). .....
- (iv). .....

6. Highlight four functions of sales person in product promotion. (4marks)

- (i). .....
- (ii). .....
- (iii). .....
- (iv). .....

7. Name three examples of indirect taxes. (3marks)

- (i). .....
- (ii). .....
- (iii). .....
- .....

8. State the account to be credit and debited in the following transactions (4marks)

Transaction	Account to be credited	Account to be debited
a)paid electricity bill Shs 200 cash		
b)bought office equipment Shs 4,500 paid by cheque		
c)sold goods worth Shs 23,000 on credit		
d)addition cash of Shs 2,500 by the owner from his pocket		

9. State four consequences of eliminating wholesalers from the chain of distribution. (4marks)

- (i). .....
- (ii). .....
- (iii). .....
- (iv). .....

10. Outline three differences between insurance and gambling. (4marks)

- (i). .....
- (ii). .....

- (iii). .....
- (iv). .....

11. State four advantages of letters as a means of communication. (4marks)

- (i). .....
- (ii). .....
- (iii). .....
- (iv). .....

12. Outline four characteristics of general insurance. (4marks)

- (i). .....
- (ii). .....
- (iii). .....
- (iv). .....

13. Outline four obstacles that may hinder the achievement of Kenya's Vision 2030. (4marks)

- (i). .....
- (ii). .....
- (iii). .....
- (iv). .....

14. Highlight four functions of a producer co-operative society. (4marks)

- (i). .....
- (ii). .....
- (iii). .....
- (iv). .....

15. Name the document Kimemia Limited Company would issue under circumstances described below.  
Circumstance Document to issue (4marks)

- (i). .....
- (ii). .....
- (iii). .....
- (iv). .....

- a) Kimemia Ltd sold goods worth Ksh 100,000 On credit to Mama Tattoo Supermarket.
- b) Paid money owed to creditors by cheque
- c) The owner used part of business goods for his son's birthday.
- d) The owner donated his Personal computer for business use.

16. outline four factors that would influence the demand of maize flour. (4marks)

- (i). .....
- (ii). .....
- (iii). .....
- (iv). .....

17. list four current trends in transport sector. (4marks)

- (i). .....
- (ii). .....
- (iii). .....
- (iv). .....

18.) state four advantages enjoyed by a customer who utilizes M-banking. (4marks)

- (i). .....
- (ii). .....
- (iii). .....
- (iv). .....

19. outline four reasons why countries prepare development plans. (4marks)

- (i). .....
- (ii). .....
- (iii). .....
- (iv). .....

20 outline four negative effects of inflation in an economy. (4marks)

- (i). .....
- (ii). .....
- (iii). .....
- (iv). .....

21. state four factors that may hinder effective communication. (4marks)

- (i). .....
- (ii). .....
- (iii). .....
- (iv). .....

22. state four measures that the government may use to curb undesirable levels of inflation. (4marks)

- (i). .....
- (ii). .....
- (iii). .....
- (iv). .....

23. outline four uses of national income statistics to a country. (4marks)

- (i). .....
- (ii). .....
- (iii). .....
- (iv). .....

24. state four roles of the Nairobi stock exchange to the Kenyan economy. (4marks)

- (i). .....
- (ii). .....
- (iii). .....
- (iv). .....

25. The following balance sheet was extracted from the books of JKIM TRADERS during the period ended 30<sup>th</sup> June 2016

Jkim traders

Balance sheet

As at 30<sup>th</sup> June 2016

ASSETS	KSH	CAPITAL + LIABILITIES	KSH
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