**KAUNDU SECONDARY SCHOOL**

**END TERM II EXAM FORM ONE 2017
BUSINESS STUDIES**

1)explain the purpose of a business to the society

2) explain how the four factors located outside the business and influence a business;

3) explain the any 4 characteristics of human wants;

4) discuss four difference between goods and services;

5) outline four characteristics of economic resources;

6) explain the meaning of production;

7) distinguish between the four types of utility;

8) list four differences between direct and indirect production;

9) Discuss the factors of production and the reward for each;

10) Explain the role of division of labor in the production process;.

11) explain the meaning of entrepreneurship;

12) outline the importance of entrepreneurship to an economy;

13) state the characteristics of an entrepreneur;

14) state any four gaps that may make an entrepreneur to spot a business opportunity;

15) state 4 factors an entrepreneur considers as he evaluates a business opportunity;

16) outline four factors that may inhibit entrepreneurial development;

17) discuss four causes of business failure.

18) define an office;

19) outline the functions of an office;

20) discuss four advantages of open office layout;

21) state four roles of filing in an office;

22) discuss four duties of an office clerk

23) state factors considered in choosing an office machine

24) outline four trends in office management.

25)state the instrument used to perform the following tasks

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| TASK | MACHINE  |
| Removing staples from papers |  |
| Destroying unwanted document |  |
| Performing complex operations in the office |  |
| Making holes in documents for easy filling |  |