**HOLA SECONDARY SCHOOL**

**BUSINESS STUDIES**

**END OF YEAR EXAMINATION**

**YEAR 2011**

**TERM THREE**

**FORM ONE**

**TIME:**

**NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CLASS\_\_\_\_\_\_\_\_\_ADM/NO.\_\_\_\_\_\_\_\_\_\_\_**

**Instruction: Answer all questions in the spaces provided.**

1. Give four importance of trade. (4mks)

2. Name four factors one should consider before introducing office machines and equipment. (4mks)

3. Name four benefits of selling goods using automatic vending machines. (4mks)

4. Give four uses of a business plan. (4mks)

5. List four importance of Business studies in the society. (4mks)

6. Give four disadvantages of using credit cards/plastic money. (4mks)

7. List four emerging issues and Trends in office management. (4mks)

8. The following are types of large scale retailers: Departmental stores, Supermarkets, Chain stores, Hypermarkets. Match them with their corresponding statements.

|  |  |  |
| --- | --- | --- |
|  | **Statements** | **Large Scale Retailer** |
| A | Large scale business with many branches selling similar products managed and organized central from the head office. |  |
| b) | Large scale business under one roof and one management comprising a number of shops selling different products but owned by one person. |  |
| c) | Large shopping centre in one building comprising a variety of businesses under different management. |  |
| d) | Large Scale self-service business that deals mainly with household products such as utensils, foodstuff and clothes. |  |

9. Bahola wants to establish a business at Hola town. List four factors that he will consider in evaluating a business opportunity. (4mks)

10. The following are some occupations found at various levels of production**. Teaching**, **House building, farming, Bread making**. Indicate with a tick ( ) whether they are Primary, Secondary or Tertiary. (4mks)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Occupation** | **Level of Production** | | |
|  |  | **Primary** | **Secondary** | **Tertiary** |
| a) | Teaching |  |  |  |
| b) | House building |  |  |  |
| c) | Farming |  |  |  |
| d) | Bread baking |  |  |  |

11. Give four services of retailers to the consumers. (4mks)

12. List four reasons why a well drawn out cheque may be dishonoured. (4mks)

13. The following are some documents used in home trade: Invoice, Statement of Account, Catalogue, Advice Note. Match them with their corresponding statements/functions. (4mks)

|  |  |  |
| --- | --- | --- |
|  | **Statement/Function** | **Document** |
| a) | It is a reply to a general letter of inquiry containing, colourful and attractive illustrations. |  |
| b) | Sent by the seller to the buyer demanding payment for goods sold on credit. |  |
| c) | Sent by the seller to the buyer informing him that the goods are on the way coming. |  |
| d) | Used to summarized monthly credit transactions between a regular seller and regular buyer. |  |

14. State four properties of labour as a factor of production. (4mks)

15. The following are types of wholesalers. General merchandise wholesaler, Mobile wholesalers, Regional wholesalers, Cash and Carry Wholesalers. Match them with their statements.

|  |  |  |
| --- | --- | --- |
|  | **Statement** | **Wholesaler** |
| a) | Wholesalers who use vehicles to go around selling goods. |  |
| b) | Wholesalers who operate on self service basis like supermarkets where traders come and pick goods and pay cash. |  |
| c) | Wholesalers in a wide range (different types) of goods. |  |
| d) | Wholesalers who sale their products in certain parts of the country. |  |

**THE END**

**WISHING YOU MERRY X – MASS AND A PROSPEROUS NEW YEAR 2012.**

**FROM: BUSINESS STUDIES SECTION**

**TECHNICAL AND CREATIVE ARTS**

**SUBJECT DEPARTMENT**