**ELERAI MCK GIRLS SECONDARY SCHOOL**

**EXAM I TERM I 2015**

**BUSINESS FORM** **11**

***Attempt all the questions***

1. State four ways in which the owner of a business can influence its internal environment.(4mks)
2. Define healthy business environment.
3. Classify the following as either basic or secondary wants.(4mks)
4. Drinking water
5. Housing
6. Potato chips
7. Sweets

4. Highlight four differences between goods and services.

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| --- | --- |
| Goods | Services |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

5. State the rewards to the following factors of production.(4mks)

i) Land

ii) Labour

iii) Capital

iv) Entrepreneur

6. State four factors that influence mobility of labour.(4mks)

7. Give two examples or resources that fall under the following categories of the factors of production.(4mks)

i) Land

ii) Labour

iii) Capital

iv) Entrepreneur.

8. Outline four short comings of self employment

9. Define the following

a) Planning

b) Organization

c) Staffing

1. Coordination.

10. State four importance why filling is an important function in an office.(4mks)

11. Supermarkets are likely to sell goods at lower prices than small scale retail shops. State four possible reasons for this.(4mks)

12. Define the following documents.(4mks)

i) Invoice

ii) pro-forma invoice.