**NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADM/NO\_\_\_\_\_\_\_\_\_\_\_**

**DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FORM\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BUSINESS STUDIES**

**FORM 1**

**TERM TWO 2017**

**TIME: 2 HOURS**

**HOLA SECONDARY SCHOOL**

**MID TERM EXAMINATIONS**

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**INSTRUCTION: ANSWER ALL THE QUESTIONS**

1. Define the following terms as in business studies. (4mks)

a) Economics

b) Commerce

c) Accounting

d) Entrepreneurship

2. State four benefits that organization would get from replacing type writers with computers. (4mks)

3. State four resources that are important when one wants to starts a business in Kenya. (4mks)

4. State four characteristics of a good filing system. (4mks)

5. Distinguish between an open office layout and enclosed office layout. (2mks)

6. State four reasons why business studies is important to a country. (4mks)

7. Highlight four factors that my encourage entrepreneurship Kenya. (4mks)

8. State four reasons why a business may fail. (4mks)

9. Outline four disadvantages of division of labour. (4mks)

10. The table below shows some of the occupations in production. Indicate the level of production associated with each of the occupations. (4mks)

|  |  |  |
| --- | --- | --- |
|  | **Occupation** | **Level of production** |
| i) | Hunting |  |
| ii) | Food processing |  |
| iii) | Banking |  |
| iv) | Nursing |  |

12. Highlight four external business environment that are necessary for the smooth operation of a business. (4mks)

13. Highlight four difficulties faced in the satisfaction of human wants. (4mks)

14. Outline four emerging trends in office management. (4mks)

15. Outline four measures that can be taken by an office to safeguard the property of the organization. (4mks)

16. List four essential qualities of an office messenger. (4mks)

17. State four factors to be considered when selecting office equipment. (4mks)

18. State four characteristics of itinerant traders. (4mks)