

Name: \_\_\_\_\_ Index No: \_\_\_\_\_

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Candidate's Signature: \_\_\_\_\_

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Date: \_\_\_\_\_

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0902/101 0533/101

0903/101 0544/101

0904/101 0555/101

GENERAL EDUCATION (SCIENCE)

Oct./ Nov. 2011

Time: 1 hour



THE KENYA NATIONAL EXAMINATIONS COUNCIL

NATIONAL VOCATIONAL CERTIFICATE OF EDUCATION AND TRAINING  
LEVEL 1

INFORMATION COMMUNICATION TECHNOLOGY  
FASHION DESIGN AND GARMENT MAKING  
HOMECARE MANAGEMENT  
HAIR DRESSING AND BEAUTY THERAPY  
FOOD PROCESSING TECHNOLOGY  
LEATHERWORK TECHNOLOGY  
MODERN METHODS OF AGRIBUSINESS

GENERAL EDUCATION (SCIENCE)

1 hour

#### INSTRUCTION TO CANDIDATES

*Write your name and index number in the spaces provided above.*

*Sign and write the date of examination in the spaces provided above.*

*This paper consists of 50 objective questions in sections A, B, C and D.*

*Answer ALL the questions by circling the correct answer on the question paper.*

**This paper consists of 12 printed pages.**

**Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.**

## SECTION A: COMMUNICATION SKILLS

1. Which is the last stage in the communication process?
  - A. Sender
  - B. Feedback
  - C. Channel
  - D. Receiver
  
2. Which of the following is a terminal punctuation mark?
  - A. Comma
  - B. Colon
  - C. Apostrophe
  - D. Question mark
  
3. Which of the following type of letters is written when requesting to be supplied with certain goods?
  - A. Supply letter
  - B. Enquiry letter
  - C. Order letter
  - D. Circular letter
  
4. Which type of document is used for internal communication only?
  - A. Letters
  - B. Memoranda
  - C. Reports
  - D. Notices

5. Which of the following is **not** a section of a report?
- A. Title
  - B. Signature
  - C. Conclusion
  - D. Subject
6. Select the correct sentence from the following:
- A. These children go to school.
  - B. These children goes to school.
  - C. This children go to school.
  - D. This children goes to school.
7. The following are steps in writing a summary **except**:
- A. Picking the main theme.
  - B. Reading a given passage
  - C. Writing a report.
  - D. Summarizing information.
8. Which one of the following is **not** a barrier to effective communication?
- A. Literacy
  - B. Negative attitude
  - C. Poor timing
  - D. Wrong channel
9. Which one of the following is a part of speech?
- A. Nouns
  - B. Question tags
  - C. Reported speech
  - D. Active voice

10. Which one of the following sentences is correctly punctuated?
- A. Mary's books are in the bag:
  - B. Mary's books are in the bag.
  - C. Mary's books are in the bag!
  - D. Mary's books are in the bag?
11. Which of the following sentences is grammatically **wrong**?
- A. Peter was on time.
  - B. Peter was in time.
  - C. The plot is on sell.
  - D. The plot is on sale.
12. The following are roles performed by the sender in the communication process **except**;
- A. Decoding
  - B. Deciding the receiver
  - C. Choosing the communication channel
  - D. Encoding
13. Which of the following is **not** a characteristic of a good communication channel?
- A. Expensive
  - B. Fast
  - C. Reliable
  - D. Affordable
14. This book is Otieno's; it belongs to
- A. he.
  - B. him.
  - C. his.
  - D. them.

15. The man \_\_\_\_\_ car was stolen is my brother.
- A. whom
  - B. who
  - C. who's
  - D. whose

### SECTION B: LIFE SKILLS

16. What is life skills education?
- A. Empowering people to think constructively.
  - B. Giving people foundational tools for life.
  - C. Giving people psychological abilities that help them in life.
  - D. Enabling people to behave constructively.
17. The following are questions that are helpful in understanding oneself **except**:
- A. Who am I?
  - B. What is my education level?
  - C. Where am I coming from?
  - D. How can I get there?
18. Which of the following is a sign of low self esteem?
- A. Self-care.
  - B. Self-neglect.
  - C. Self-confidence.
  - D. Self-discipline.
19. Which one of the following does not cause stress to young people?
- A. Physical and emotional abuse.
  - B. Sitting for examinations.
  - C. Pressure from school work.
  - D. Getting involved in moral behaviour.

20. Which of the following feelings is likely to lead to risky behaviours?
- A. Love
  - B. Excitement
  - C. Joy
  - D. Satisfaction
21. Which one of the following is a type of non-verbal communication?
- A. Gestures
  - B. Speeches
  - C. Meetings
  - D. Discussions
22. What is empathy?
- A. It is the ability to exchange a person's ideas and feelings effectively.
  - B. It is the ability to understand another person's circumstances and feelings.
  - C. It is the ability to describe the non-verbal cues of another person's behaviour.
  - D. It is taking responsibility for another person's actions.
23. The following are steps in developing assertive behaviour **except**;
- A. Developing self confidence.
  - B. Appreciating oneself.
  - C. Having self pity.
  - D. Standing up for your rights.
24. Which of the following statement **is not** correct about negotiation?
- A. It enhances interpersonal relationships.
  - B. It helps people to live together in peace.
  - C. It helps in conflict resolution.
  - D. It leads to win-lose situation.

25. A conflict which has not been resolved can lead to:

- A. Growth in business.
- B. Loss of life.
- C. Formation of friendship.
- D. National unity.

**SECTION C: INFORMATION COMMUNICATION TECHNOLOGY**

26. Which one of the following is an input device?

- A. Floppy disk
- B. Keyboard
- C. Monitor
- D. Speaker

27. Which one of the following computer devices is referred to as “the brain” of a computer system?

- A. C.P.U
- B. CD-ROM
- C. Mouse
- D. Scanner

28. When using a mailmerge in Ms-word, the word data source refers to?

- A. Main document and field.
- B. Data and field names.
- C. Data and source document.
- D. Data only.

29. Which one of the following is a valid paragraph alignment tool?

- A. Right justify
- B. Left justify
- C. Center justify
- D. Justify

30. The part of a computer that stores data temporarily is known as?
- A. RAM
  - B. ALU
  - C. ROM
  - D. C.P.U
31. Microcomputers are often referred to as PCs. The abbreviation PC stands for?
- A. Portable computer
  - B. Portable calculator
  - C. Personal computer
  - D. Professional computer
32. Which one of the following combinations will physically move a text from one place to another within a document?
- A. Cut and copy
  - B. Copy and paste
  - C. Cut and delete
  - D. Cut and paste
33. Which one of the following operations **cannot** be performed in a word processor?
- A. Inserting data into a database.
  - B. Writing letters.
  - C. Designing page layout.
  - D. Including graphics with text.
34. To create a capital letter, which special key should be used at the same time with the letter key?
- A. Enter
  - B. Esc
  - C. Tab
  - D. Shift



35. Which one of the following is a peripheral device?
- A. Mouse
  - B. Hard drive
  - C. C.P.U
  - D. RAM
36. Which one of the following statement regarding preparing disks for storage is **not true**?
- A. You can purchase a pre-formatted disks.
  - B. Formatting a used disk will erase everything.
  - C. Formatting is the process of preparing the disk to store electronic data.
  - D. Format your hard drive on regular basis to keep your system error free.
37. Which one of the following **is not** a health problem associated with use of computers?
- A. Deafness
  - B. Wrist injuries
  - C. Eye strain
  - D. Back problems
38. Which one of the following is not a benefit of using internet?
- A. Increased information security.
  - B. Reducing communication cost.
  - C. Accelerate the distribution of knowledge.
  - D. Improve customer service.
39. Which one of the following is a correct written email address?
- A. jane@yahoo.com
  - B. jane@yahoo@com
  - C. jane.yahoo@com
  - D. jane.com@yahoo

40. What is the function of the button labelled Q in figure 1?

- A. Change case
- B. Bold text
- C. Subscript text
- D. Reduce font size

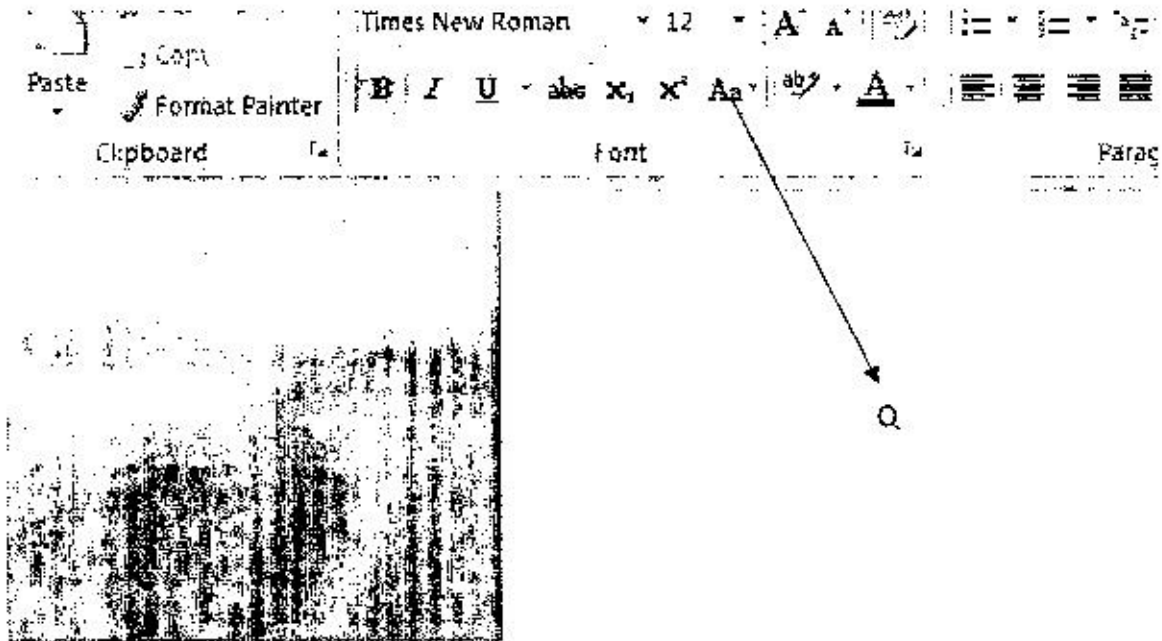


Figure 1

#### SECTION D: ENTREPRENEURSHIP

41. A good business opportunity should portray the following characteristics **except**.

- A. Simple and realistic
- B. Adequate raw material
- C. Good market
- D. Flooded market

42. When more than 30 entrepreneurs join to form a business, they may start the following **except**:

- A. Partnership
- B. Limited company
- C. Un-limited company
- D. Co-operative

43. Which of the following **is not** a challenge when expanding a business?
- A. Business idea
  - B. Lack of capital
  - C. Good location
  - D. Lack of ready market
44. Which one of the following **is not** a form of payment?
- A. Cash
  - B. Electronic money transfer
  - C. Credit
  - D. Hoarding
45. Why is it important for a business to keep records?
- A. Keep track of business performance
  - B. To reduce competition
  - C. Make the business to grow
  - D. Motivate workers
46. Which one of the following **is not** a type of bank account?
- A. Current account
  - B. Fixed deposit account
  - C. Business running account
  - D. Credit and saving account
47. Which one of the following is included in a business plan?
- A. Marketing plan
  - B. Value of the shilling
  - C. Competitor plan
  - D. Governmental organization

48. What is the general term given to cash payments through mobile phones?
- A. Mobile-phone finance system
  - B. M-Pesa
  - C. Pesa-Pap
  - D. Mobile-phone money transfer
49. The main reason why entrepreneurs start business is:
- A. Control their own lives
  - B. Prove they can do it
  - C. Mock their former employer
  - D. Recover from being sacked
50. Which one of the following statement is a strength of a small business?
- A. Financial limitation
  - B. Personal touch of the owner
  - C. Higher direct costs
  - D. Lack of credibility