

## BUSINESS FORM 2

### 2021/2022 FORM 2 TERM 1 OPENER EXAM-AUGUST

NAME:.....ADM.....CLASS.....

**INSTRUCTIONS:** *Answer all questions in the spaces provided*

1. State the term given to each of the following descriptions (4mks)
  - (a) Study of activities that are carried out in an office.....
  - (b) Study of the process of identifying a business opportunity, acquiring the resources to Start and run a business.....
  - (c) Study of trade and aids to trade.....
  - (d) Study of a systematic record keeping.....
2. High light **four** reasons why a business plan is necessary to an entrepreneur (4mks)
  - (a).....
  - (b).....
  - (c).....
  - (d).....
3. State **four** characteristics of economic resources (4mks)
  - (a).....
  - (b).....
  - (c).....
  - (d).....
4. Highlight **four** factors an organization would consider when an office layout (4mks)
  - (a).....
  - (b).....
  - (c).....
  - (d).....
5. Classify each of the following as **renewable** or **non-renewable resource** (4mks)
  - (a) Wool.....
  - (b) Lead.....
  - (c) Soda ash.....
  - (d) Natural gas.....

6. Identify the office etiquette described in the following statements. (4marks)

|    | Statement                                                    | Office Etiquette |
|----|--------------------------------------------------------------|------------------|
| a) | Handling people politely, pleasantly and with consideration  |                  |
| b) | Being committed to the organization one is working for       |                  |
| c) | Performing duties with excellence, precision and correctness |                  |
| d) | Ability to keep time in attending duties and appointments    |                  |

7. Outline the way through which each of the following types of utility may be created in production. (4marks)

- (a) Time utility: .....
- (b) Form utility: .....
- (c) Place utility: .....
- (d) Possession utility: .....

8. Highlight **four** reasons why a consumer should satisfy basic wants before secondary wants. (4mks)

- (a).....
- (b).....
- (c).....
- (d).....

9. Outline **four** external business environments that may affect the performance of the business. (4mks)

- (a) .....
- (b) .....
- (c) .....
- (d) .....

10. Name the documents that each of the following descriptions refer to. (4mks)

- a) Used to correct an overcharge on an invoice .....
- b) Used to alert the buyer that the seller received an order.....
- c) It is used to inquire for goods.....

d) It is used to organize for transportation of goods between a seller and a public carrier.

11. Give four characteristics of indirect production (4 marks)

- (a) .....
- (b) .....
- (c) .....
- (d) .....

12. Under what **four** circumstances would cheque payment be preferred most than cash payment? (4mks)

- (a) .....
- (b) .....
- (c) .....
- (d) .....

13. State **four** characteristics of a departmental store. (4mks)

- (a) .....
- (b) .....
- (c) .....
- (d) .....

14. State any **four** factors that can contribute to the success of business in a certain area (4mks)

- (a) .....
- (b) .....
- (c) .....
- (d) .....

15. Outline **four** features of a service. (4mks)

- (a) .....
- (b) .....
- (c) .....
- (d) .....

16. Highlight **four** features of a good filing system. (4 marks)

- (a) .....
- (b) .....
- (c) .....
- (d) .....

17. Outline any four roles of an entrepreneur in production. (4 marks)

- (a) .....
- (b) .....
- (c) .....
- (d) .....

18. As a student of business studies give two benefits you can get from learning the subject (2 Marks)

- (a) .....
- (b) .....

THE END