

## **FORM 1 BUSINESS STUDIES**

**NAME:.....ADM.NO:.....CLASS:.....**

**Instructions to candidates:**

- 1. Answer all the questions in the spaces provided.**
- 2. Answers should be written in English language.**

1. Enumerate benefits of studying business studies to a student. (4mks)

- a. ....
- b. ....
- c. ....
- d. ....

2. Highlight **four** benefits of a business plan to an entrepreneur. (4 Mks)

- a. ....
- b. ....
- c. ....
- d. ....

3. Give four aids to trade (4mks)

- a. ....
- b. ....
- c. ....
- d. ....

4. State four reasons why choice should be made in satisfying human wants (4mks)

- a. ....
- b. ....
- c. ....
- d. ....

5. Name any four business activities (4mks)

- a. ....
- b. ....
- c. ....

d. ....

6. Give any four purposes of a business(4 mks)

a. ....

b. ....

c. ....

d. ....

7. Name the machines used in the following (4mks)

a) Trimming documents into required shapes and size

b) Performing complex calculations

c) Printing postage impression on envelopes

d) Removing pins from papers

8. State four factors of production and their rewards (4mks)

a. ....

b. ....

c. ....

d. ....

9. Give four features of economic resources (4mks)

a. ....

b. ....

c. ....

d. ....

10. Indicate with a tick whether the following resources are renewable or non-renewable (4mks)

Resources	Renewable	Non-renewable
Stone		
Gas		
Energy		
Latex rubber		

11. Highlight four characteristics of basic wants (4mks)

- a. ....
- b. ....
- c. ....
- d. ....

12. Highlight four ways in which an open office layout can contribute to improved office operations. (4mks)

- a. ....
- b. ....
- c. ....
- d. ....

13. State whether the following is an internal or external environment of a business (4mks)

- a) Finances.....

- b) Management style of business.....
- c) Competition.....
- d) Government policy.....

14. State four personal attributes of a good office staff (4mks)

- a. ....
- b. ....
- c. ....
- d. ....

15. Hobbies is one of the sources of business ideas, highlight four other sources of business ideas. (4mks)

- a. ....
- b. ....
- c. ....
- d. ....

16. State four ways in which a society benefit from indirect production. (4mks)

- a. ....
- b. ....
- c. ....
- d. ....

17. A business opportunity exists where there are gaps in the needs of the market. State four such gaps. (4mks)

- a. ....
- b. ....

c. ....

d. ....

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

a. ....

b. ....

c. ....

d. ....

19. Highlight four factors to consider when selecting office equipment. (4mks)

a. ....

b. ....

c. ....

d. ....

20. State four types of utilities created in production. (4mks)

a. ....

b. ....

c. ....

d. ....

21. List four features of a good entrepreneur (4mks)

a. ....

b. ....

c. ....

d. ....

22. Enumerate four activities carried out at the primary level of production. (4mks)

a. ....

b. ....

c. ....

d. ....

23. State four differences between goods and services. (4mks)

	es

24. State four causes of a business failure (4mks)

a. ....

- b. ....
- c. ....
- d. ....

25. Define the following terms (4mks)

a. Specialisation:.....  
.....  
.....

b. Utility:.....  
.....  
.....

c. Division of labour:.....  
.....  
.....

d. Business:.....  
.....  
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