

GIDEONS ELITE BOYS CENTRE OF EXCELLENCE

P.O BOX 583-20300 NYAHURURU

DECEMBER-2024 ASSIGNMENT

THIS ASSIGNMENT WILL COVER 70% OF OPENER EXAM.

ALL QUESTIONS SHOULD BE ANSWERED IN THE EXERSISE BOOK

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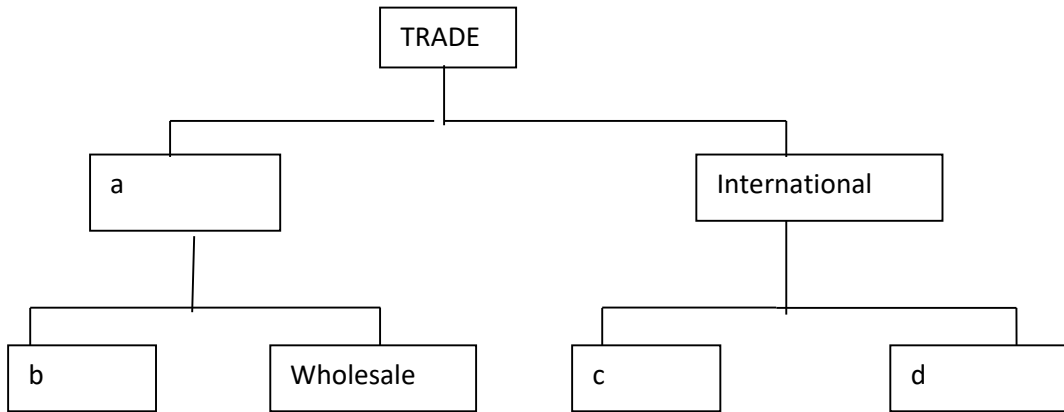
1. Outline four reasons why it is advisable to take business studies as one of the subject to the learner. (4mks)
2. Identify the discipline of business studies described by each of the following statements. (4mks)

STATEMENT	DISCIPLINE
(a) Systematic way of keeping business records	
(b) Study of how people try to satisfy their unlimited wants using limited resources	
(c) Study of trade and aids to trade	
(d) Study of activities carried out in an office	

3. Outline four importance of trade. (4mks)
4. Kamau has recently been employed as a bank manager in newly opened branch. Outline four factors he should consider when selecting office equipment. (4mks)
5. Highlight four characteristics of capital as a factor of production. (4mks)
6. Give four reasons why satisfaction of human wants is difficult. (4mks)
7. Highlight four characteristics of an entrepreneur. (4mks)
8. Indicate whether the following factors that affects a busiess fall under; Demographic, Economic, Social – cultural or Legal Environment. (4mks)

FACTOR	ENVIRONMENT
(a) Peoples dressing style	
(b) Population structure	
(c) Government policies	
(d) Bank lending interest rate	

9. Give four qualities under office etiquette an employee should have. (4mks)
10. Identify the type of trade represented by a b c and d in the diagram below. (4mks)



11. Outline four roles of an entrepreneur. (4mks)
12. Outline four ways in which an office safeguard and control the organisations properties. (4mks)
13. State four services offered by the retailers to consumers. (4mks)
14. Match the following machines used in an office with their use, Guillotine, Paper Shredder, Composite and Computers. (4mks)

USE	MACHINE
(a) To fold documents, place them in an envelope and seal the envelop	
(b) Trimming documents into required sizes	
(c) To make complex calculation	
(d) To cut unwanted documents into small pieces	

15. State the factors of production that each of the following resources relate to. (4mks)

RESOURCE	FACTOR OF PRODUCTION
(a) Manager	
(b) Quarry	
(c) Motor Vehicle	
(d) Shareholder	

16. Highlight four reasons why it is advisable to prepare a plan before starting a business by an entrepreneur. (4mks)
17. The table below describes some terminologies used in business studies. Identify the term given to each statement. (4mks)

STATTEMENT	TERM
(a) Activities carried out with a view of making profit	
(b) Increasing the usefulness of goods/services	
(c) Movement of goods from producers to consumers	
(d) A person who uses a good/service	

18. Outline four factors that may limit use of computers in an office. (4mks)
19. Identify the four type of utilities. (4mks)
20. Outline four circumstances that may make a cheque to be dishonoured. (4mks)
21. List four characteristics of economic resources. (4mks)
22. Highlight four factors a trader would consider before giving credit to a customer. (4mks)
23. Outline four sources of business idea. (4mks)
24. State four duties of a receptionist in an office. (4mks)
25. Identify the level of production in each of the following activities. (4mks)

ACTIVITY	LEVEL OF PRODUCTION
(a) Oil mining	
(b) Gold processing	
(c) Distributing of necklaces	
(d) Farming	