

Name: \_\_\_\_\_ Adm No.: \_\_\_\_\_

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

565/1  
BUSINESS STUDIES  
Paper 1  
Time: 2 hours

# GIDEONS ELITE BOYS CENTRE OF EXCELLENCE DECEMBER SELF-ASSESSMENT EXAMINATIONS

## FORM ONE

*Kenya Certificate of Secondary Education*

565/1

Paper 1

**BUSINESS STUDIES**

**TIME: 2 hours**

### INSTRUCTIONS

*Answer ALL the questions in the spaces provided.*

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

16	17	18	19	20	21	22	23	24	25

**TOTAL**

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*This paper consists of 7 printed pages. Candidates should check the question paper to ascertain that all pages are printed as indicated and that no pages are missing.*

1. Highlight four factors that may positively influence the operations of a business. (4 marks)

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2. In the spaces provided below, indicate the type of utility created by each of the following activities. (4 marks)

Activity		Type of utility
a) Store keeping	-	_____
b) Selling goods to a customer	-	_____
c) Making a chair	-	_____
d) Transporting goods	-	_____

3. Outline four differences between a good and service. (4 marks)

Good	Service

4. Outline four components of business studies. (4 marks)

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5. Highlight four benefits of using electronic filing system. (4 marks)

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6. State four ways in which learning business studies will benefit a form four school leaver. (4 marks)

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7. State four qualities that an entrepreneur should possess in order to succeed. (4 marks)

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8. Name the characteristic of human wants described in the following statements. (4 marks)

- a) Require to be satisfied over and over again \_\_\_\_\_
- b) Satisfying one want leads to the need to satisfy another \_\_\_\_\_
- c) All human being experiences urge to satisfy wants \_\_\_\_\_
- d) Some wants result in formation of habits \_\_\_\_\_

9. Identify four roles of a personal secretary. (4 marks)

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10. Highlight four roles played by a good filing system in an organization (4 marks)

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11. Identify the office in which the following machines are generally used. (4 marks)

Machine	Office
(a) Dictating machine	
(b) Franking machine	
(c) Cell phone	
(d) Photocopier	

12. Mention four benefits of trade in our country. (4 marks)

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13. Highlight four disadvantages of an enclosed office layout. (4 marks)

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14. Identify four reprographic techniques that can be used in an office. (4 marks)

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15. Identify four ways through which consumers may be exploited by traders. (4 marks)

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16. Highlight four factors that have positively influenced entrepreneurial practices in Kenya. (4 marks)

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17. Identify four gaps in a society that may result in a business opportunity. (4 marks)

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18. Highlight the meaning of the following terms as used in Business Studies. (4 marks)

a) Office \_\_\_\_\_

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b) Entrepreneur \_\_\_\_\_

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c) Business resources \_\_\_\_\_

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d) Utility \_\_\_\_\_

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19. The table below relates to factors of product and their rewards inappropriately matched. Provide correct matching. (4 marks)

Factor of production	Rewards	Correct Rewards
Land	Interest	
Capital	Rent/royalty	
Labour	Profit	
Entrepreneurship	Wages/salaries	

20. Highlight four importance of a business plan to an entrepreneur. (4 marks)

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21. Outline four benefits of division of labour to an organization. (4 marks)

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22. State four circumstances under which an organization may computerized all their operations (4 marks)

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23. For each of the following production activities, indicate whether it is direct or indirect type of production. (4 marks)

Activity	Type of production
i) An individual washing his/her own clothes	
ii) An individual supplying beef in an area	
iii) An individual operating a food kiosk	
iv) An individual producing maize for his family consumption	

24. Identify the type of utility created in the following circumstances

(4 marks)

Activity	Utility
a) Carpentry	
b) Selling bread to students	
c) Warehousing of goods imported	
d) Carriage of cargo to the market	

25. Outline **four** ways in which the productivity of land can be improved

(4 marks)

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