

Name: _____ Adm No.: _____

Candidate's Signature: _____ Date: _____

565/1
BUSINESS STUDIES
Time: 2 hours

GIDEONS ELITE BOYS CENTRE OF EXCELLENCE DECEMBER SELF-ASSESSMENT EXAMINATIONS

FORM THREE

Kenya Certificate of Secondary Education

565/1

FORM 3

BUSINESS STUDIES

TIME: 2hours

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	

This paper consists of 6 printed pages. Candidates should check the question paper to ascertain that all pages are printed as indicated and that no pages are missing

Answer all questions in Section A and any FOUR in Section B.

Section A: Answer all questions

1. State the function of each of the following documents as used in home trade. (4 marks)

Document	Function
(a) Proforma invoice	
(b) Advice Note	
(c) Credit Note	
(d) Order	

2. Jane has completed her secondary school studies. She wishes to engage in a small-scale retail business in her locality. Highlight **FOUR** types of business she can start. (4 marks)

3. Identify the type of goods described by the following statements given in the table below. (4 marks)

Statement	Type of good
(a) Used to create other goods.	
(b) Require further processing in order to have utility.	
(c) Government is obligated to provide them to her citizens.	
(d) Have utility but no monetary value.	

4. The following statements refer to different office layouts. Identify the types of office layout explained in the following statements. (3 marks)

Statement	Office layout
(a) All staff members operate from the same room.	
(b) Senior managers are assigned separate rooms from where they coordinate activities.	
(c) High class office assigned to enhancing the image of the organization.	

5. Identify the type of wholesalers described in the statements given below. (4 marks)

Description	Wholesaler
(a) Deal in a wide range of products but within one line.	
(b) Sells particular products to other specialized wholesalers	
(c) Use vehicles to go round selling goods to trades.	
(d) Sell their products to certain parts of the country only.	

6. Identify four channels a Japanese manufacturer would use to distribute his goods to the customer. (4 marks)

7. Highlight four importance of a warehousing to a manufacturer. (4 marks)

8. Identify the office equipment described in each of the statements below. (4 marks)

	Description	Equipment
a	Used to make postage stamp impressions on envelopes.	
b	Used to transmit verbal messages.	
c	Used to store confidential documents and valuable items.	
d	Used to record and store information in audio tapes.	

9. State four factors that determine fertility rate in a country. (4 marks)

10. State four reasons that can lead to the termination of an insurance contract. (4 marks)

11. Outline four measures that a firm should take to improve the performance of its labour force. (4 marks)

12. The participant in a two sector economy are households and firms. Identify the relevant participants in each of the statements given below. (4 marks)

	Statement	Participant
a	Payment for goods and services.	
b	Sale of factors of production.	
c	Payments of factors of production.	
d	Sale of goods and services.	

13. Highlight four external business environment that would affect business operations negatively. (4 marks)

14. A monopoly is a market structure made up of only one supplier. State four features of such a market. (4 marks)

15. Fill in the blank spaces in the table below. (5 marks)

Capital	Long Term Liabilities	Short Term Liabilities	Fixed Assets	Current Assets
666,250.00	230,775.00	344,545.00	(a)	455,670.00
53,221.00	(b)	34,423.00	54,435.00	56,554.00
447,510.00	122,345.00	(c)	344,544.00	677,543.00
(d)	12,345.00	23,441.00	23,342.00	34,432.00
2,016.00	3,453.00	3,423.00	1,234.00	(e)

Section B: Answer any four questions from this section.

16. Highlight **five** measures Kenyan government may put in places to reduce unemployment. (10 Marks)
17. Outline **five** benefits to a business person who uses e-mail to communicate. (10 marks)
18. Highlight **five** ways in which a business can interact with external environment to improve its operations. (10 Marks)
19. State **five** ways in which the government may influence the supply of a product in market. (10 marks)
20. Explain **five** ways in which computers may be used in an office. (10 Marks)