**NAME: …………………………………. ADM NO: …………………**

**DATE: …………………………………...CLASS: …………………….**

**BUSINESS STUDIES**

**FORM 2 JANUARY 2023 TERM 1 OPENER EXAMTIME: 2 HOURS**

**INSTRUCTIONS:**

**ANSWER ALL THE QUESTIONS IN THE SPACES PROVIDED**

1. Identify the discipline related to the following statements. (4mks)
2. Study of systematic recording of business transactions ……………………….
3. Study of the process of identifying a business opportunity and acquiring resources to start and run a business …………………………………………………
4. Study of how man strives to satisfy his unlimited wants using the limited resources ………………………………….
5. Study of the activities that are carried out in an office…………………………
6. Outline four characteristics of basic human wants. (4mks)
7. …………………………………………………………………………….
8. …………………………………………………………………………….
9. …………………………………………………………………………….
10. …………………………………………………………………………….
11. Highlight four types of business resources. (4mks)
12. …………………………………………………………………………….
13. …………………………………………………………………………….
14. …………………………………………………………………………….
15. …………………………………………………………………………….
16. Highlight four advantages of an open office layout. (4mks)
17. …………………………………………………………………………….
18. …………………………………………………………………………….
19. …………………………………………………………………………….
20. …………………………………………………………………………….
21. State four factors that may reduce the number of entrepreneurs in an area. (4mks)
22. …………………………………………………………………………….
23. …………………………………………………………………………….
24. …………………………………………………………………………….
25. …………………………………………………………………………….
26. Outline four reasons why a cheque may be dishonored. (4mks)
27. ……………………………………………………………………………..
28. ……………………………………………………………………………..
29. ……………………………………………………………………………..
30. ……………………………………………………………………………..
31. State the type of utility created by each of the following activities. (4mks)

|  |  |  |
| --- | --- | --- |
|  | **Activity** | **Utility** |
|  | Shopkeeping |  |
|  | Tanning leather |  |
|  | Transportation |  |
|  | Warehousing |  |

1. Outline four benefits that John, a student would get from studying business. (4mks)
2. ……………………………………………………………………………………
3. ……………………………………………………………………………………
4. ……………………………………………………………………………………
5. …………………………………………………………………………………….
6. Indicate whether the following are human resources, natural resources or man-made resources. (4mks)

|  |  |
| --- | --- |
| **Type** | **Resource** |
| 1. Teachers |  |
| 1. Mountains |  |
| 1. Railways |  |
| 1. Minerals |  |

1. Classify the following type of competition as either generic or enterprise. (4mks)
2. Local shoe manufacturing company competing with imported shoes ……………….
3. Bidco company limited competing with Kapa oil refineries in production of cooking oil …………………………………….
4. Soda processing company competing with juice processing company ………………
5. Starehe boys secondary school competing with Alliance boys’ high school in academic contests ………………………………….
6. Outline four characteristics of a good filing system. (4mks)
7. ………………………………………………………………………………
8. ………………………………………………………………………………
9. ………………………………………………………………………………
10. ………………………………………………………………………………
11. Highlight four ways in which entrepreneurs can observe ethics in the management of their business. (4mks)
12. ………………………………………………………………………………
13. ………………………………………………………………………………
14. ………………………………………………………………………………
15. ………………………………………………………………………………
16. Highlight four small scale businesses without shops that a form four leaver can start. (4mks)
17. ………………………………………………………………………………
18. ………………………………………………………………………………
19. ………………………………………………………………………………
20. ………………………………………………………………………………
21. Outline four commercial services in the tertiary level of production. (4mks)
22. ………………………………………………………………………………
23. ………………………………………………………………………………
24. ………………………………………………………………………………
25. ………………………………………………………………………………
26. Give the meaning of the following characteristics of economic resources. (4mks)
27. Scarce in supply …………………………………………………………….
28. Have utility ………………………………………………………………….
29. Have monetary value……………………………………………………….
30. Are complementary …………………………………………………………
31. State four elements that constitute external environment that affect the business positively. (4mks)
32. …………………………………………………………………………….
33. …………………………………………………………………………….
34. …………………………………………………………………………….
35. …………………………………………………………………………….
36. Highlight four etiquettes of an office staff. (4mks)
37. …………………………………………………………………………….
38. …………………………………………………………………………….
39. …………………………………………………………………………….
40. …………………………………………………………………………….
41. Identify four gaps in the market that may present business opportunities for an entrepreneur. (4mks)
42. …………………………………………………………………………….
43. …………………………………………………………………………….
44. …………………………………………………………………………….
45. …………………………………………………………………………….
46. Highlight four uses of a computer in an office. (4mks)
47. …………………………………………………………………………….
48. …………………………………………………………………………….
49. …………………………………………………………………………….
50. …………………………………………………………………………….
51. State the factor of production that each of the resources relate to. (4mks)

|  |  |
| --- | --- |
| **Resource** | **Factor of production** |
| 1. Carpenter |  |
| 1. Fertile soil |  |
| 1. Owner |  |
| 1. Machinery |  |

1. Explain five importance of entrepreneurship in Kenya. (10mks)

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1. Explain five services provided by the wholesalers to retailers. (10mks)

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