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

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

**BUSINESS STUDIES**

**FORM 3 JANUARY 2023 TERM 1 OPENER EXAMTIME: 2 HOURS**

**INSTRUCTIONS:**

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

1. State the term given to each of the following descriptions. (4mks)
2. Study of trade and aids to trade ………………………………………………
3. Study of how human being strive to satisfy their unlimited wants using the limited resources available …………………………………………………………..
4. Process of creating goods and services to satisfy human wants ……………..
5. Systematic way of recording business activities which are used for decision making ………………………………….
6. Outline four documents that may be required by the registrar of companies in order to register a public limited company. (4mks)
7. ……………………………………………………………………………………..
8. ……………………………………………………………………………………..
9. …………………………………………………………………………………….
10. …………………………………………………………………………………….
11. State four rewards of land as a factor of production. (4mks)
12. …………………………………………………………………………………….
13. …………………………………………………………………………………….
14. …………………………………………………………………………………….
15. …………………………………………………………………………………….
16. Name the type of warehouse associated with each of the following statements. (4mks)
17. Storing of imported goods ………………………………………………………..
18. Suits owner’s specifications ………………………………………………………
19. A trader/ individual can hire storage facilities ……………………………………
20. Goods stored are from several manufacturers ………………………………………
21. Name the term used for the following terms of payment as used in home trade. (4mks)
22. Payment is made at the point of purchase …………………………………………
23. Buyer pays for the goods immediately they are delivered to his/her premises ………………………………………………………………………………………
24. Payment is made within a few days after delivery …………………………………
25. Buyer is required to pay for the goods when placing the order …………………….
26. Outline four government-initiated methods of consumer protection. (4mks)
27. ………………………………………………………………………………………
28. ………………………………………………………………………………………
29. ………………………………………………………………………………………
30. ………………………………………………………………………………………
31. Highlight four ways in which an entrepreneur contributes to the production of goods. (4mks)
32. ………………………………………………………………………………………
33. ………………………………………………………………………………………
34. ………………………………………………………………………………………
35. ………………………………………………………………………………………
36. Highlight four means of land transport. (4mks)
37. ………………………………………………………………………………………
38. ………………………………………………………………………………………
39. ………………………………………………………………………………………
40. ………………………………………………………………………………………
41. Classify the following resources as either renewable or non-renewable. (4mks)
42. Vehicle …………………………………………………..
43. Silk …………………………………………………..
44. Natural gas …………………………………………………..
45. Building stones ………………………………………………….
46. Highlight four reasons why it would be advisable for a school to use e-mail instead of telephone when placing an order. (4mks)
47. ………………………………………………………………………………………
48. ………………………………………………………………………………………
49. ………………………………………………………………………………………
50. ………………………………………………………………………………………
51. Indicate the document that each of the following statements relate to. (4mks)
52. Inform the buyer that goods have been dispatched …………………………………
53. Inform the buyer that the order has been received and it is being acted upon ……………………………………………………………………………………….
54. Sent by the buyer to the seller to show goods being returned to him/her ………………………………………………………………………………………..
55. Acts as evidence that payment for the goods has been made ……………………….
56. Outline four ways in which the government can create an enabling environment. (4mks)
57. …………………………………………………………………………………………
58. …………………………………………………………………………………………
59. …………………………………………………………………………………………
60. …………………………………………………………………………………………
61. State four circumstances in which a healthy business environment exists. (4mks)
62. …………………………………………………………………………………………
63. …………………………………………………………………………………………
64. …………………………………………………………………………………………
65. …………………………………………………………………………………………
66. A farmer’s house valued at Ksh. 1,200,000 was insured against fire for Ksh. 900,000. Fire occurred and damaged the house causing a loss of Ksh. 500,000. Determine the value of compensation due to the farmer. (4mks)
67. Highlight four advantages of using office machines. (4mks)
68. …………………………………………………………………………………………
69. …………………………………………………………………………………………
70. ………………………………………………………………………………………….
71. ………………………………………………………………………………………….
72. Identify four ways in which a partnership may be formed. (4mks)
73. ………………………………………………………………………………………….
74. ………………………………………………………………………………………….
75. ………………………………………………………………………………………….
76. ………………………………………………………………………………………….
77. State four types of goods in an economy. (4mks)
78. …………………………………………………………………………………………
79. …………………………………………………………………………………………
80. …………………………………………………………………………………………
81. …………………………………………………………………………………………
82. Outline any four principles of insurance. (4mks)
83. …………………………………………………………………………………………
84. …………………………………………………………………………………………
85. …………………………………………………………………………………………
86. …………………………………………………………………………………………
87. Outline four functions of an office. (4mks)
88. …………………………………………………………………………………………
89. …………………………………………………………………………………………
90. …………………………………………………………………………………………
91. …………………………………………………………………………………………
92. Outline four qualities of a good sales person. (4mks)
93. …………………………………………………………………………………………
94. …………………………………………………………………………………………
95. …………………………………………………………………………………………
96. …………………………………………………………………………………………
97. Explain five characteristics of services. (10mks)

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1. Explain five factors that influence choice of an appropriate means of transport. (10mks)

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