# F1 ENDYEAR ASSIGNMENT

# BUSINESS STUDIES

## 10+ HOLIDAY ASSESMENT PAPERS

***Dear Students, Make Maximum Utilization of limited time Available to Attempt and Work on these Year-Round Examination Trials.***

***A Comprehensive Evaluation Analysis of Term 1-3 Questions.***

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**SERIES 1**

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***For Marking Schemes***

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# MWALIMU CONSULTANCY

# FORM 1 EXAMINATION TRIALS

# BUSINESS STUDIES

## PRACTICE TRIAL 1

**TIME: 2 HOURS**

***Answer All the questions in the spaces provided***

1.Define the following terms as applied in business studies **(4mks)**

**a)**Accounting

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**b)**Production

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**c)**Utility

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**d)**Human wants

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**2.**State five challenges encountered in the satisfaction of human wants **(5mks)**

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**3**.State four reasons as to why a poorly laid out business structure is likely to lead to failure of a business **(4mks)**

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**4.a)**Differentiate between generic and enterprise competition **(2mks)**

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**b)**Classify each of the following into generic or enterprise competition **(3mks)**

| ACTIVITY | FORM OF COMPETITION |
|---|---|
| A coffee seller competing with a tea seller | |
| A television station competing with a radio station in enterpreneuring customers | |
| Kenya Literature Bureau competing with longhorn publishers in book selling | |

**5.a)**Differentiate between consumer goods and capital goods. Give an example in each case**.(4mks)**

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**b)**Define the term opportunity cost **(2mks)**

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**c)**Complete the table below **(4mks)**

| Activity | Form of utility |
|---|---|
| Delivering milk to a customer | |
| Making uniform to a student | |
| Keeping savings in a bank | |
| Selling books to a student | |

**6.**State four components of business studies **(4mks)**

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**7.**List down four factors of production and the reward for each **(4mks)**

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**8.** Identify by use of a tick (√) whether the following resources are renewable or non renewable **(4mks)**

| **Resource** | **Renewable** | **Non- renewable** |
|---|---|---|
| Wood | | |
| Natural gas | | |
| Soda ash | | |
| Aluminium | | |

## SECTION B (30MKS)

**9**.State six characteristics of labour as a factor of production **(6mks)**

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**10**.Differentiate between division of labour and specialization **(4mks)**

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**11.**Discuss five categories of goods and services produced in an economy **(10mks)**

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**12.a**)Name two categories of tertiary level of production **(2mks)**

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**b)**State five characteristics of economic resources **(5mks)**

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**c)**Name three external environments likely to affect operations of a business **(3mks)**

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# FORM 1 EXAMINATION TRIALS

# BUSINESS STUDIES

## PRACTICE TRIAL 2

**TIME: 2 HOURS**

***Answer All the questions in the spaces provided***

**1.** Give **four** examples of goods **(4mks)**

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**2.** Define the following terms as used in business studies **(4mks)**

Business

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Business studies

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Production

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Distribution

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**3.** List **four** characteristics of basis wants **(4mks)**

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**4.** Name **four** types of utilities **(4mks)**

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**5.** State **four** aids to trade **(4mks)**

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**6.** Highlight **four** reasons of starting a business **(4mks)**

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**7.** Outline **four** characteristics of economic resources **(4mks)**

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**8.** Give the reward for each of the following factors of production **(4mks)**

**i.**Land

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**ii.**Capital

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**iii.**Labour

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**iv.**Entrepreneurship

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**9.** Give **four** examples of services **(4mks)**

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**10.** State **four** types of business activities **(4mks)**

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**11.** List **four** examples of natural resources. **(4mks)**

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**12.** Outline **four** characteristics of direct production **(4mks)**

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**13.** Highlight **four** characteristics of land as a factor of production **(4mks)**

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**14.** State **four** reasons why business studies is important to the society **(4mks)**

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**15.** Classify each of the following into either generic or enterprise competition. **(4mks)**

**a)** A coffee seller competing with a tea seller**……**

**b)** A television station competing with a radio station in entertaining customers**……..**

**c)** Nation newspaper competing with standard newspaper**…….**

**d)** Tuskys supermarket competing with Budget supermarket**…….**

**16.** Classify each of the following items into basic or secondary wants **(4mks)**

**a)** Drinking water**……**

**b)** Clothes**……**

**c)** Shoes **……**

**d)** Vehicle **……..**

**17.** Classify the following items as either consumer or producer good **(4mks)**

**a)** Tractor**……**

**b)** A TV in a hotel**……...……**

**c)** A personal car**……..**

**d)** Student's exercise book **……**

**18.** State the factor of production associated with the following items **(2mks)**

a) Building

**……**

**b)** Manager

**……**

## SECTION B (30MKS)

**19.** Outline **five** differences between goods and services. **(10mks)**

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**20.** State and explain any **five** characteristics of human wants **(10mks)**

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**21.** State and explain **five** subjects (disciplines) that comprises business studies **(10mks)**

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# FORM 1 EXAMINATION TRIALS

# BUSINESS STUDIES

## PRACTICE TRIAL 3

**TIME: 2 HOURS**

***Answer All the questions in the spaces provided***

**1.** List four factors that make up the external business environment. **(4 mks)**

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**2.** State four characteristics of basic wants. **(4 mks)**

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**3.** Define the following terms. **(2 mks)**

(i) Comforts –

(ii) Luxuries –

**4.** State four characteristics of economic resources. **(4 mks)**

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**5.** State examples of the following types of economic resources. **(3 mks)**

| RESOURCE | EXAMPLES |
|---|---|
| **a)** Human Resources | |
| **b)** Natural Resources | |
| **c)** Man-made Resources | |

**6.** Define the following terms: **(4 mks)**

**(i)** Opportunity cost –

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**(ii)** Scarcity –

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**(iii)** Choice –

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**(iv)** Utility –

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**7.** List four characteristics of direct production. **(4 mks)**

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**8.** State the type of utilize created in the following circumstances. **(4 mks)**

| Circumstance | Utility |
|---|---|
| (a) Milling sugar cane | |
| (b) Selling sugar in a supermarket | |
| (c) Transporting milk from a farmer to consumer | |
| (d) Storing maize in silos | |

**9.** Outline four characteristics of land as a factor of production. **(4 mks)**

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**10.**Distinguish between the following types of goods.

**(i)** Free goods and economic goods. **(2 mks)**

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**(ii)** Producer goods and consumer goods. **(2 mks)**

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**(iii)** Private goods and public goods. **(2 mks)**

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**11.** State four components of business studies. **(4 mks)**

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**12.** Define the following terms. **(8 mks)**

**(i)** Business –

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**(ii)** Extraction –

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**(iii)** Manufacturing –

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**(iv)** Distribution –

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**13.** Define the following types of production.

**(i)** Direct production –

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(ii) Indirect production -

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**14.** State four characteristics of direct production. **(4 mks)**

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**15.** State four importance of studying Business studies to the society. **(4 mks)**

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**16.** State three levels of production. **(3 mks)**

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**17.** Highlight three characteristics of indirect production. **(3 mks)**

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**18.** Complete the following table. **(5 mks)**

| LEVEL | NATURE | EXAMPLES |
|---|---|---|
| Primary | Extractive | **i)**<br>**ii)**<br>**iii)** |
| Secondary | Processing | **i)**<br>**ii)**<br>**iii)** |
| | Constructive | **i)**<br>**ii)**<br>**iii)** |
| Tertiary | Commercial Services | **i)**<br>**ii)**<br>**iii)** |
| | Direct Personal Services | **i)**<br>**ii)**<br>**iii)** |

**19.** Highlight five differences between goods and services. **(5 mks)**

| GOODS | SERVICES |
|---|---|
| **i)** | **i)** |
| **ii)** | **ii)** |
| **iii)** | **iii)** |
| **iv)** | **iv)** |
| **v)** | **v)** |

# FORM 1 EXAMINATION TRIALS

# BUSINESS STUDIES

## PRACTICE TRIAL 4

**TIME: 2 HOURS**

***Answer All the questions in the spaces provided***

**1.** State **FIVE** characteristics which are unique to goods. **(5mks)**

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**2.** Explain the meaning of the following concepts as used in business:

**a)** Scarcity **(2mks)**

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**b)** Choice **(2mks)**

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**c)** Opportunity cost: **(1mks)**

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**3.** Explain **FIVE** reasons why sometime it becomes difficult to satisfy human wants. **(5mks)**

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**4.** State **FIVE** characteristics of economic resources. **(5mks)**

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**5.** State **FIVE** factors which constitutes external environment of a business. **(5mks)**

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**6.** Mention **FIVE** roles of business in the society**.** **(5mks)**

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**7.** State **FIVE** emerging issues in business environment**.** **(5mks)**

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**8**. Give **FIVE** distinguishing features of services**.** **(5mks)**

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**9.** Mention any **FIVE** business activities existing in your community**.** **(5mks)**

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**10.** Highlight **FIVE** characteristics of human wants**.** **(5mks)**

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**11.** State **FIVE** ways in which exploitation of resources may be harmful to a country**.** **(5mks)**

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**12.** Mention **FIVE** factors which constitute an internal business environment**.** **(5mks)**

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**13.** Indicate with a tick as to whether each of the following resources is either **Renewable** or non-**Renewable** economic resources**.** **(5mks)**

| Resources | Renewable resource | Non-renewable resource |
|---|---|---|
| Coal | | |
| Leather | | |
| Gravel | | |
| Solar energy | | |
| wood | | |

**14.** State **FIVE** reasons why it necessary to make a choice in the satisfaction of human wants.**(5mks)**

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**15.** Mention **FIVE** effects of business environment. **(5mks)**

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**16.** Highlight any **FIVE** types of economic resources. **(5mks)**

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**17.** Tick appropriately each of the following human wants as either basic or secondary. **(5mks)**

| Want | Basic | Secondary |
|---|---|---|
| Education | | |
| Security | | |
| Shoe | | |
| Food | | |
| Phone | | |

**18.** Highlight **FIVE** differences between goods and services. **(5mks)**

| | Goods | Services |
|---|---|---|
| i) | | |
| ii) | | |
| iii) | | |
| iv) | | |
| v | | |

**19.** Highlight **FOUR** branches of business as a discipline of study. **(4mks)**

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**20.** Briefly explain the meaning of the following terminologies as used in business.

i) Resource **(2mks)**

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**ii)** Environment **(2mks)**

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**iii)** want **(2mks)**

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# FORM 1 EXAMINATION TRIALS

# BUSINESS STUDIES

## PRACTICE TRIAL 5

**TIME: 2 HOURS**

***Answer All the questions in the spaces provided***

**1.** Define the following terms as used in business studies. **(8mks)**

**i)** Good

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**ii)** Services

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**iii)** Economics

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**iv)** Accounting

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**2.** State **four** features of a good filing system. **(4mks)**

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**3.** Outline **four** sources of business ideas. **(4mks)**

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**4.** Give any **four**-business activities. **(4mks)**

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**5.** Highlight **four** reasons why people engage in business activities. **(4mks)**

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**6.** Mention **four** types of resources that are important in business. **(4mks)**

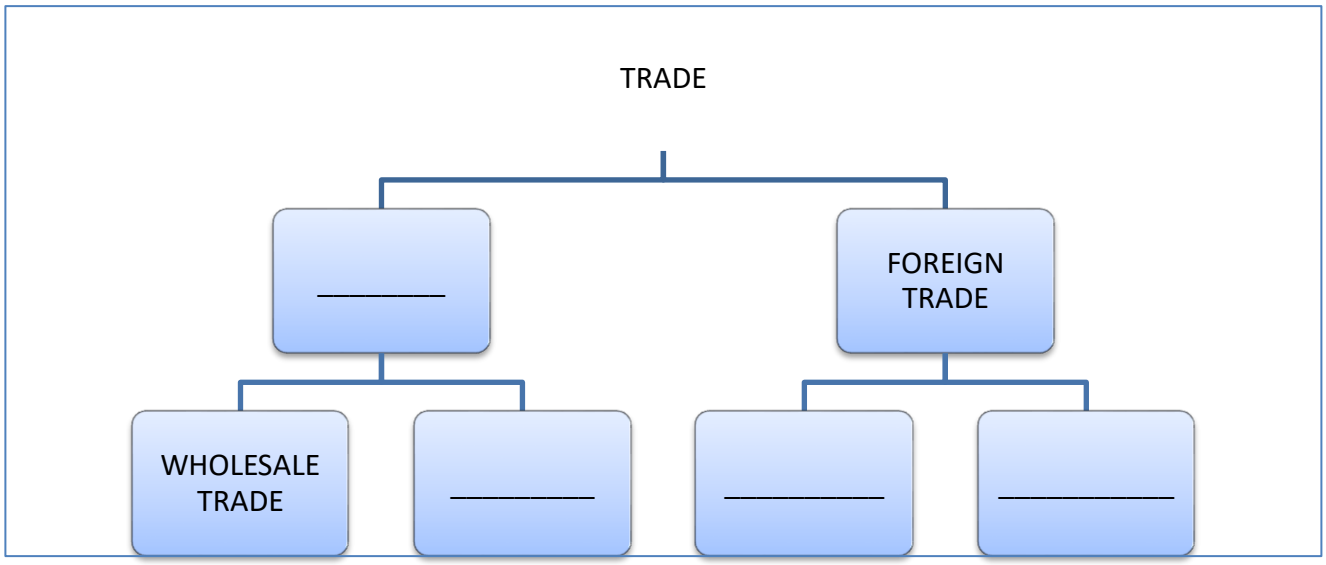
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**7.** Fill in the blank spaces below **(4mks)**




**8.** State **four** features of supermarket. **(4mks)**

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**9.** Differentiate between goods and services. **(5mks)**

| GOODS | | SERVICES | |
|---|---|---|---|
| **i** | | **i** | |
| **ii** | | **ii** | |
| **iii** | | **iii** | |
| **iv** | | **iv** | |
| **v** | | **v** | |

**10.** Mention any **four** small scale retailers without shops. **(4mks)**

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**11.** Business studies are a wide subject that covers several disciplines. Outline those **five** disciplines. **(5mks)**

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**12.** Identify any **four** features of economic resources. **(4mks)**

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**13.** State any **four** factors to consider when selecting office equipment. **(4mks)**

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**14.** Give **four** advantages of an open office layout. **(4mks)**

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**15.** Identify any **four** causes of a business success. **(4mks)**

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**16.** Differentiate the following terms as used in production. **(6mks)**

Free goods and economic goods.

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Producer goods and consumer goods.

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Public goods and private goods.

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**17.** Mention **four** factors that hinder geographical mobility of labour. **(4mks)**

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**18.** State **four** functions of an entrepreneur. **(4mks)**

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# FORM 1 EXAMINATION TRIALS

# BUSINESS STUDIES

## PRACTICE TRIAL 6

**TIME: 2 HOURS**

***Answer All the questions in the spaces provided***

**1.** State four characteristics of basic wants. **(4mks)**

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**2.** Classify each of the following production activities as either Primary, Secondary or Tertiary.

**(4mks)**

| Activity | Level of production |
|---|---|
| Constructing a bridge | |
| Transporting medicines | |
| Growing vegetables | |
| Making tea | |

**3.** Name four commercial services which are useful to a manufacturer. **(4mks)**

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**4.** State the type if utility created in each of the following cases. **(4mks)**

There is exchange hence one is able to acquire what they do have.

……

Goods are stored until when they are needed.

……

Goods are taken to where they are required.

……

Converting goods to the right shapes and sizes required.

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**5.** Highlight four characteristics of Direct production. **(4mks)**

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**6.** What are the payments for the following factors of production. **(4mks)**

Labour

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Capital

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Entrepreneur

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Land

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**7.** State four disadvantages of Division of labour and specialization. **(4mks)**

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**8.** State four functions of an entrepreneur. **(4mks)**

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**9.** Apart from shows and exhibitions list four other sources of business ideas. **(4mks)**

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**10.** Highlight four reasons why a business needs a business plan. **(4mks)**

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**11.** State four ways of classifying goods and services produced in an economy. **(4mks)**

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**12.** Name four duties carried out in an office. **(4mks)**

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**13.** Highlight four characteristics of a good filing system. **(4mks)**

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**14.** List four roles of filing in an office. **(4mks)**

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**15.** List three types of office layouts. **(3mks)**

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**16.** Name the office equipment used to perform each of the following tasks. **(4mks)**

**i)** Printing stamp impression on envelops.

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**ii)** Cutting paper into required sizes

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**iii)** Pinning papers together

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**iv)** Recording, processing, sorting and retrieving information.

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**17.** State four factors to be considered when selecting office equipment. **(4mks)**

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# FORM 1 EXAMINATION TRIALS

# BUSINESS STUDIES

## PRACTICE TRIAL 7

**TIME: 2 HOURS**

***Answer All the questions in the spaces provided***

**1.** State the term given to each of the following statements: **(4 mks)**

**(a)** Activities carried out with a view of making profit

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**(b)** Increasing the usefulness of a good or service

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**(c )** Movement of goods from producers to consumers

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**(d)** A person who uses a good or service

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**2.** State the term given to each of the following disciplines. **(4mks)**

| Disciplines | Term |
|---|---|
| a) Study of trade and aids to trade<br>b) Study activities that are carried out in an office<br>c) Study of how man strives to satisfy his unlimited wants using the limited resources.<br>d) Study of the process of identifying business opportunity and acquiring resources to start and run a business. | |

**3**. Below are some factors that affect a business environment. State the business environment affected by each factor ( indicate micro or macro ) **(4mks)**

| | FACTOR | ENVIRONMENT |
|---|---|---|
| **a** | Economic issues | |
| **b** | Technological Issues | |
| **c** | Marketing capacity | |
| **d** | Business structure | |

**4.** Highlight **four** benefits of business studies to a learner. **(4mks)**

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**5.** Distinguish between the following terms.

**(a)** Comforts and luxuries **(2mks)**

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**(b)** Human resources and man-made resources. **(2mks)**

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**(c )** Renewable resources and Non-renewable resources **(2 mks)**

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**6.** Outline **four** ways in which Kenya can use her natural resources economically for maximum benefit. **(4 Marks)**

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**7.** Classify the following human wants as either basic or secondary. **(3mks)**

| | **Need** | **Classification** |
|---|---|---|
| **(i)** | Security | |
| **(ii)** | Medical care | |
| **(iii)** | Shelter | |
| **(iv)** | Love | |
| **(v)** | Food | |
| **(vi)** | Education | |

**8.** State **FOUR** reasons why basic wants must be satisfied first before secondary wants **(4mks)**

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**9**. Highlight **FOUR** characteristics of free resources **(4mks)**

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**10.** Name **four** characteristics of human wants. **(4 marks)**

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**11.** Classify the following resources as either renewable or non-renewable. Wood coal soda ash, building, stove, wool, silk and Iron. **(4mks)**

| | |
|---|---|
| **i)**..... | ..... |
| **ii)**..... | ..... |
| **iii)**..... | ..... |
| **iv)**..... | ..... |

**12.** Define the following terms as used in Business Studies. **(4marks)**

**(i)** Extraction

**(ii)** Processing

**(iii)** Manufacturing

**(iv)** Trade

**12.** Suggest three ways that can be taken to improve human resource **(3mks)**

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**13.** State **four** Reasons why choice should be made in satisfying human wants. **(4mks)**

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**14.** State **four** factors that may limit an individual's ability to satisfy his basic human wants.**(4Mks)**

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**15.** Give four differences between goods and services **(4 mks)**

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**16.** Describe four characteristics of Economic resources **(4 mks)**

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**17.** For each of the following goods give two examples: **(4 mks)**

**(a)** Free goods

**(b)** Producer goods

**(c )** Consumer goods

**(d)** Durable goods

**18.** Classify the following resources into man-made, human or natural **(4 mks)**

(a) Teachers

(b) Dams

(c) Roads

(d) Clothes

(e) Nurses

(f) Oceans

(g) Air

(h) Gold

**19.** Classify each of the following items into either comforts or luxuries **(4 mks)**

a) Golden necklace

b) Security

c) 40- bed roomed house

d) Medicine

**21**. Mention **four** external business environments that may affect business operations positively.

**(4 mks)**

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**23.** Name two differences between basic wants and secondary wants and give two examples of each **(4 mks)**

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**24.** Highlight any four reasons why people start businesses **(4 mks)**

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**25.** Classify each of the following as either generic or enterprise competition **(4 mks)**

**(a)** A coffee processing firm competing with a tea-processing firm

**(b)** A choice between going to a cinema or to swim

**(c)** Ukweli Bookshop competing with Vitabu Bookshop

**(d)** Mt Kenya High school competing for academic performance with Mt Elgon High school

# FORM 1 EXAMINATION TRIALS

# BUSINESS STUDIES

## PRACTICE TRIAL 8

**TIME: 2 HOURS**

***Answer All the questions in the spaces provided***

**1.** Outline **four** purposes of a Business**.** **(4mks)**

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**2.** State **four** types of business activities. **(4mks)**

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**3.** List **four** disciplines of Business Studies. **(4mks**

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**4.** Outline **four** benefits that Abdi, a student would get from studying Business**.** **(4mks)**

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**5.** Below are some of the factors that influence the operations of a business. Indicate with a tick (✓) in the appropriate column, the business environment associated with each of the factors**.(4mks)**

| S.no | Factors | Internal | External |
|---|---|---|---|
| - | Competition | | |
| - | Finance | | |
| - | Suppliers | | |
| - | N.E.M.A | | |
| - | Goals and objectives of the firm. | | |
| - | Currency exchange rates. | | |
| - | Human resources management | | |
| - | Firms organizational structure. | | |

**6.** Outline **four** favorable internal factors for business to thrive. **(4mks)**

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**7.** Give and explain **two** classifications of human wants**.** **(4mks)**

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**8.** Outline **four** characteristics of human wants. **(4mks)**

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**9.** Give **four** reasons why Omondi satisfy hunger for food before going to Chaka Ranch for entertainment. **(4mks)**

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**10.** Highlight **four** differences between goods and services **(4mks)**

| | **Goods** | **Services** |
|---|---|---|
| **(i)** | | |
| **(ii)** | | |
| **(iii)** | | |
| **(iv)** | | |
| **(v)** | | |

**11.** Name **three** classifications of Economic Resources **(3mks)**

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**12.** Outline **five** characteristics of economic resources**.** **(5mks)**

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**13.** Indicate whether the following resources are **renewable or non-renewable** **(4mks)**

| **Resources** | **Classification** |
|---|---|
| **i.** Limestone | ……. |
| **ii.** Natural rubber | …….. |
| **iii.** Solar energy | …….. |
| **iv.** Rivers | …… |
| **v.** Wool | …… |
| **vi.** Cars | ……. |
| **vii.** Skin/hide | …… |
| **viii.** Quarry | …… |

**14.** State the **type of utility** created by each of the following activities **(4mks)**

| | **ACTIVITY** | **UTILITY** |
|---|---|---|
| **a)** | Baking | …….. |
| **b)** | Banking | ……. |
| **c)** | Bookselling | …… |
| **d)** | Carpentry | ……. |
| **e)** | Manufacturing | …… |
| **f)** | Retailing | …….. |
| **g)** | Transportation | ……. |
| **h)** | Tanning leather | …….. |

**15.** Outline **four** disadvantages of Direct Production. **(4mks)**

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**16.** Classify each of the following activities in its appropriate **level of production.(4mks)**

| **Activity** | **level of production** |
|---|---|
| **a)** Lumbering | ……. |
| **b)** Brick making | …… |

**c)** Nursing ……

**d)** Road construction …….

**e)** Legal services …….

**f)**Quarrying ……..

**g)** Entertainment ……..

**h)** Chemical making ……..

**17.** State **four** features of land as a factor of production. **(4mks)**

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**18.** Outline **four** demerits of division of labour. **(4mks)**

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**19.** Using appropriate examples, explain the following **types of goods** **(4mks)**

**a)** Producer goods

**b)** Intermediate goods

**c)** Economic goods

**d)** Public goods

**20.** Highlight **four** importances of Entrepreneurship in an Economy. **(4mks)**

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**21.** List **four** characteristics of an entrepreneur. **(4mks)**

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**22.** Outline **four** sources of business ideas. **(4mks)**

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**23.** Highlight **four** factors to consider when evaluating a business opportunity **(4mks)**

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**24.** List **four** importances of a Business plan**.** **(4mks)**

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**25.** Outline **four** functions of an office**.** **(4mks)**

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# FORM 1 EXAMINATION TRIALS

# BUSINESS STUDIES

## PRACTICE TRIAL 9

**TIME: 2 HOURS**

***Answer All the questions in the spaces provided***

**1.** Enumerate benefits of studying business studies to a student. **(4mks)**

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**2.** Highlight **four** benefits of a business plan to an entrepreneur. **(4 Mks)**

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**3.** Give four aids to trade **(4mks)**

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**4.** State four reasons why choice should be made in satisfying human wants **(4mks)**

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**5.** Name any four business activities **(4mks)**

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**6.** Give any four purposes of a business **(4 mks)**

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**7.** Name the machines used in the following **(4mks)**

**a)** Trimming documents into required shapes and size

**b)** Performing complex calculations

**c)** Printing postage impression on envelopes

**d)** Removing pins from papers

**8.** State four factors of production and their rewards **(4mks)**

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**9.** Give four features of economic resources **(4mks)**

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**10.** Indicate with a tick whether the following resources are renewable or non-renewable **(4mks)**

| Resources | Renewable | Non-renewable |
|---|---|---|
| Limestone | | |
| Biogas | | |
| Solar energy | | |
| Natural rubber | | |

**11.** Highlight four characteristics of basic wants **(4mks)**

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**12.** Highlight four ways in which an open office layout can contribute to improved office operations. **(4mks)**

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**13.** State whether the following is an internal or external environment of a business **(4mks)**

**i)** Finances……..

**j)** Management style of business……..

**k)** Competition……..

**l)** Government policy……..

**14.** State four personal attributes of a good office staff **(4mks)**

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**15.** Hobbies is one of the sources of business ideas, highlight four other sources of business ideas. **(4mks)**

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**16.** State four ways in which a society benefit from indirect production**.** **(4mks)**

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**17.** A business opportunity exists where there are gaps in the needs of the market. State four such gaps. **(4mks)**

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**18.** State any four characteristics of a good filing system **(4mks)**

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**19.** Highlight four factors to consider when selecting office equipment**.** **(4mks)**

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**20.** State four types of utilities created in production. **(4mks)**

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**21.** List four features of a good entrepreneur **(4mks)**

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**22.** Enumerate four activities carried out at the primary level of production**.** **(4mks)**

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**23.** State four differences between goods and services. **(4mks)**

| **Goods** | **Services** |
|---|---|
| | |
| | |
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| | |

**24.** State four causes of a business failure **(4mks)**

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**25.** Define the following terms **(4mks)**

Specialization:

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Utility:

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Division of labour:

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Business:

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# FORM 1 EXAMINATION TRIALS

# BUSINESS STUDIES

## PRACTICE TRIAL 10

**TIME: 2 HOURS**

***Answer All the questions in the spaces provided***

**1.** Define the following terms

Distribution **(1 Mks)**

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Commerce: **(1 Mks)**

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Entrepreneurship: **(1 Mks)**

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Production**:** **(1 Mks )**

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**2.** List four importance's of business studies in the society **(5 Mks)**

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**3.** From the statements below indicate the type of utility provided by the activities **(4 Mks)**

| Activity | Utility |
|---|---|
| Converting sugarcane into packed sugar | |
| Keeping of Maize flour in a shop until the customers come to buy it | |
| Buying of trousers and blouse in readiness for August holidays | |
| Transporting Soda from the manufacturing plant to Kerugoya distributors | |

**4.** Outline five internal business environments that affect business **(5 Mks)**

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**5.** From the following sentences, indicate the type of business activities **(4 Mks)**

| Activity | Name |
|---|---|
| Activity involved getting goods from their natural setting | |
| Buying and selling of goods and services with a view of getting profit | |
| Building of structures (bridges etc) | |
| Smelting iron ore to make iron | |

**6.** List five characteristics of labour as a factor of production **(5 Mks)**

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**7.** Indicate with a tick( ✓ ) whether the resources listed below as either renewable or non-renewable **(5 Mks).**

| Type of resource | renewable | non-renewable |
|---|---|---|
| Leather | | |
| Soda Ash | | |
| Natural gas | | |
| Diatomite | | |
| Solar Energy | | |

**8.** Outline five benefits that a business would get by using modern technology in its operations **(4 Mks)**

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**9.** Highlight five characteristics of human wants **(5 Mks)**

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**10.** Outline five differences between goods and services **(5 Mks)**

| Goods | Services |
|---|---|
| | |
| | |
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| | |

**11.** Classify the following items into either basic wants or secondary wants **(4Mks)**

(a) Furniture : _____

(b) Medical care: _____

(c) Milk _____

d) shelter: _____

**12.** Name the office equipment's that function the following uses **(5 Mks)**

**a.** To make holes in papers for filing:_____

**b.** Folding documents, place them in envelopes: _____

**c.** To make copies of documents: _____

**d.** Adding and subtracting figures: _____

**e.** Cutting unwanted documents into tiny pieces for disposal: _____

**13.** Outline five importance of entrepreneurship in Kenya **(5Mks)**

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**14.** List five characteristics of direct production **(5 Mks)**

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**15.** List the rewards for the following factors of production **(4 Mks)**

a. Land ……..

b. Labour: …….

c. Capital: ……

d. Entrepreneurship: …….

**16.** Outline five disadvantages of using a photocopier in an office **(5 Mks)**

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**17.** Highlight five advantages of division of labour and specialization **(5Mks)**

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**18.** List fiver factors to consider when selecting office equipment's **(5 Mks)**

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**19.** List five emerging trends in office management and practice **(5 Mks)**

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**20.** Outline four reasons why business people must prepare a business plan **(4 Mks)**

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**21.** Outline four characteristics of economic resources. **(4 Mks)**

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**22.** List four causes of business failure **(4 Mks)**

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