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BUSINESS STUDIES 10 QUESTION PAPERS



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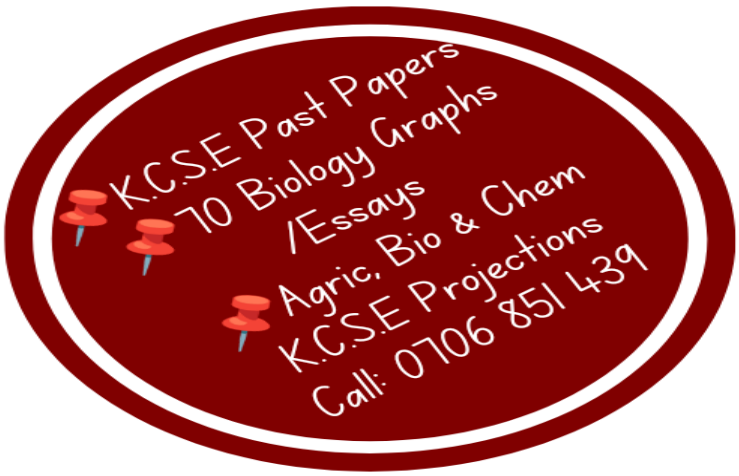
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BUSINESS STUDIES QUESTION PAPER NO: 01

SECTION A (40 MARKS)

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

a)Accounting **b)**Production **c)**Utility **d)**Human wants

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

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

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

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 Bureu competing with longhorn publishers in book selling	

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

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

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)**

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

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		

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SECTION B (30MKS)

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

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

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

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

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

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

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BUSINESS STUDIES QUESTION PAPER NO: 02

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

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

(b) Increasing the usefulness of a good or service

(c) Movement of goods from producers to consumers

(d) A person who uses a good or service

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

Disciplines	Term
(a) Study of trade and aids to trade **(b)** Study activities that are carried out in an office **(c)** Study of how man strives to satisfy his unlimited wants using the limited resources. **(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)**

5. Distinguish between the following terms.

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

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

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

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

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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)**

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

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

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

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

(i) Extraction **(iii)** Manufacturing

(ii) Processing **(iv)** Trade

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

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

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

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

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

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

(a) Free goods **(c)** Consumer goods

(b) Producer goods **(d)** Durable goods

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

(a) Teachers **(e)** Nurses

(b) Dams **(f)** Oceans

(c) Roads **(g)** Air

(d) Clothes **(h)** Gold

20. 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

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21. Mention **four** external business environments that may affect business operations positively. **(4 mks)**

22. State four micro-environmental factors that might contribute to business failure **(4 mks)**

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

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

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

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BUSINESS STUDIES QUESTION PAPER NO: 03

1. Define the following terms as used in Business studies. **(10mks)**

a) Business. **c)** Production. **e)** Business studies.

b) Goods. **d)** Services.

2. List four types of Business activities. **(4mks)**

3. Outline four characteristics of Human Wants. **(4mks)**

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

5. Give components of Business studies. **(4mks)**

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

7. State four characteristics of Basic Human Wants. **(4mks)**

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

9. State four benefits of studying business studies to a individual. **(4mks)**

10. State four elements of internal business environment. **(4mks)**

11. List four characteristics of goods. **(4mks)**

12. Outline four activities that one would engage in at primary level of production. **(4mks)**

13. State four elements of external Business environment. **(4mks)**

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

15. List four factors of production. **(4mks)**

16. List four types of business resources. **(4mks)**

17. Give four characteristics of services. **(4mks)**

18. State four characteristics of land as a factor of production. **(4mks)**

19. Outline four ways of maintaining a Healthy Business environment. **(4mks)**

20. With an appropriate example, differentiate between renewable and Non-renewable resources. **(4mks)**

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

a) Harvesting maize **b)** Oil refining **c)** Advertising **d)** Fishing

22. Differentiate between:

a) Producer and consumer goods.

b) Perishable goods and durable goods.

23. List four functions of an entrepreneur. **(4mks)**

24. Define specialisation as used in business. **(2mks)**

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BUSINESS STUDIES QUESTION PAPER NO: 04

1. Distinguish between **commercial production** and **subsistence production**. **(4mks)**

2. State **four** features of an efficient office layout. **(4mks)**

3. State **five** external forces that may affect a business and its operations. **(4mks)**

4. Highlight **five** favourable factors for business to grow **(4mks)**

5. State **five** problems that consumers may encountered as they try to satisfy their wants. **(5mks)**

6. Differentiate between basic wants and secondary wants. **(4mks)**

7. Define the following terms; **(4 mks)**

(a) Utility

(b) Scale of preference

(c) Opportunity cost

(d) Production

8. State **four** reasons why a consumer should satisfy basic wants before secondary wants. **(4mks)**

9. Classify each of the following resources as man-made, natural human;

Resource	**Classification**
Hydrogen	
Solar energy	
Dams	
Tyres	
Expertise	
Satellites	
H.E. P turbines	
Typist	
Quarries	

10. Indicate whether the following resources are renewable or non-renewable; **(6mks)**

Resource	**Classification**
Limestone	
Natural rubber	
Solar energy	
Biogas	
Rivers	
Quarry	

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11. State the level of production that each of the following activities belong. **(12mks)**

Activity	**Production level**
1. Welding work	
2. Shop keeping	
3. Oil refining	
4. Mining	
5. Milk processing	
6. Milking a cow	
7. Lumbering	
8. Insurance	
9. Farming	
10. Bridge construction	
11. Banking	
12. Advertising	

12. Name **four** factors of production and state the reward for each. **(4mks)**
13.State any **five** roles played by entrepreneurs in the economy of country **(5mks)**
14. Outline what a business should do to uphold accepted business ethics. **(4mks)**
15. Outline **five** demerits of office machines. **(5mks)**
16. State any **four** functions of retailers to the consumers. **(4mks)**
17. Outline **four** features of automatic vending machines **(4mks)**
18. Outline any **four** disadvantages of supermarket. **(4mks)**
19. Outline **seven** advantages of office machines. **(7mks)**
20. Outline any **five** features of economic resources. **(5mks)**
21. State any **three** limitations of division of labour. **(3mks)**

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BUSINESS STUDIES QUESTION PAPER NO: 05

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

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

a) Scarcity **(2mks)** **b)** Choice **(2mks)** **c)** Opportunity cost: **(1mks)**

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

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

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

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

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

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

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

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

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

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

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)**

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

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

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

Want	Basic	Secondary
Education		
Security		
Shoe		
Food		
Phone		

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

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

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

i) Resource **(2mks)**

ii) Environment **(2mks)**

iii) want **(2mks)**

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BUSINESS STUDIES QUESTION PAPER NO: 06

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

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

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

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

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
i.	Competition		
ii.	Finance		
iii	Suppliers		
iv	N.E.M.A		
v.	Goals and objectives of the firm.		
vi	Currency exchange rates.		
vii	Human resources management		
vii	Firms organizational structure.		

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

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

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

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

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

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

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

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

- **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)**

- **i)** Baking
- **ii)** Banking
- **iii)** Bookselling
- **iv)** Carpentry
- **v)** Manufacturing
- **vi)** Retailing
- **vii)** Transportation
- **viii)** Tanning leather

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

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

- **(i)** Lumbering
- **(ii)** Brick making
- **(iii)** Nursing
- **(iv)** Road construction
- **(v)** Legal services
- **(vi)** Quarrying
- **(vii)** Entertainment
- **(viii)** Chemical making

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

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

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

- **(i)** Producer goods
- **(ii)** Intermediate goods
- **(iii)** Economic goods
- **(iv)** Public goods

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

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

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

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

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

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

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BUSINESS STUDIES QUESTION PAPER NO: 07

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

a) Good
b) Services
c) Economics
d) Accounting

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

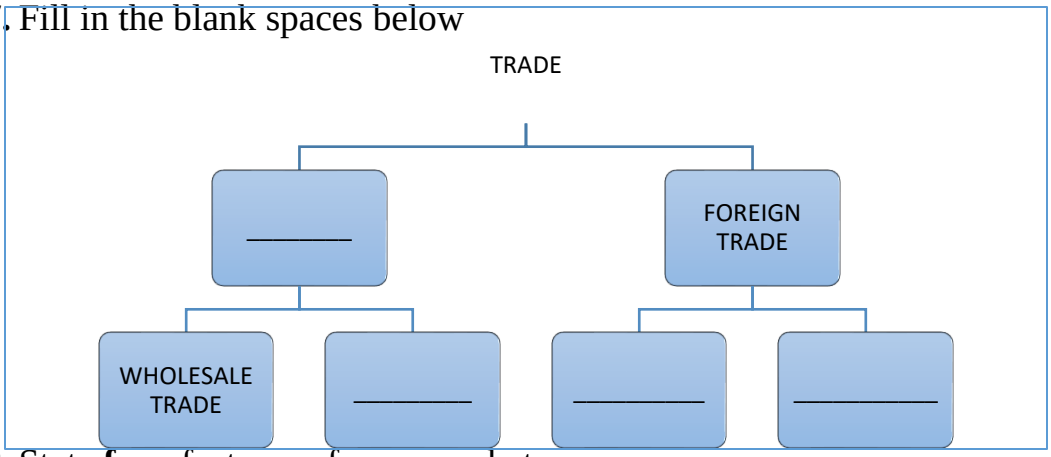
3. Outline **four** sources of business ideas. **(4mks)**

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

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

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

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



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

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

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

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

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

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

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

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

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

a) Free goods and economic goods.
b) Producer goods and consumer goods.
c) Public goods and private goods.

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

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

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BUSINESS STUDIES QUESTION PAPER NO: 08

1. Goods are used in satisfaction of human wants. Outline **FOUR** features of goods. **(4mks)**

2. Identify **FOUR** benefits of indirect production. **(4 mks)**

3. State the factors of production represented by each of the following resources. **(4 mks)**

Resource	**Factor**
(a) Land	
(b) Fertilizer	
(c) Farmer	
(d) Tractor	

4. Highlight **FOUR** characteristics of basic wants. **(4 mks)**

5. Identify the utility created when the following activities are carried out. **(4 mks)**

Activity	**Utility**
(a) A farmer transporting maize to the market.	
(b) A farmer keeping harvested maize in the family granary.	
(c) The maize grains is ground into flour in the posho mill.	
(d) the farmer sells the maize to the neighbouring school.	

6. Highlight any **FOUR** problems faced by human beings in the process of satisfaction of human wants. **(4 mks)**

7. State the function of each of the following documents as used in home trade. **(4 mks)**

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

8. 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 mks)**

9. Identify **THREE** parties to a cheque that makes it valid. **(3mks)**

10. Highlight **FOUR** characteristics of road side traders**.** **(4 mks)**

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11. Outline **FOUR** factors that discourage entrepreneurial development in an economy. **(4 mks)**

12. State **FOUR** qualities that Nyakundi should possess in order to work effectively in an office. **4mks**

13. Wanjohi Stores were paid for their deliveries through cheque. However the cheque was dishonoured. Give **FOUR** possible reasons that could have led to this. **(4 mks)**

14. Identify the type of goods described by the following statements given in the table below. **(4mks)**

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.	

15. The following statements refer to different office layouts. Identify the types of office layout explained in the following statements. **(3mks)**

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 officeassigned to enhancing the image of the organization.	

16. Outline **FOUR** features of Mail Order business**.** **(4 mks)**

17. Highlight **four** ways through which an entrepreneur may generate business ideas. **(4 mks)**

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

19. Highlight **FOUR** external factors that may positively influence the operations of a business.**(4mks)**

20. Outline **FOUR** advantages of an enclosed office layout. **(4 mks)**

21. Identify the type of wholesalers described in the statements given below. **(4 mks)**

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.	

22. Explain the meaning of the following terms as used in wholesale trade. **(4 mks)**

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(a) Breaking Bulk.
(b) Packing.
(c) Blending.
(d) Branding.

23. State **FOUR** characteristics of chain stores **(4mks)**

24. List **FOUR** components of business studies. **(4 mks)**

25. State **THREE** importance of trade to a country**.** **(3mks)**

26. State **THREE** categories of labour. **(3 mks)**

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1. State **four** disadvantages of division of labour. **(4 mks)**

2. Outline four ways in which a good business structure is of benefit to a business organization**.** **(4mks)**

3. Outline **four** difficulties faced in the satisfaction of human wants. **(4mks)**

4. Apart from the use of computers in offices, outline other **four** current trends in office management. **(4mks)**

5. Highlight four reasons for making choices between competing wants. **(4mks)**

6. Identify weather the following factors form the external or internal environment **(4mks)**

Factors	**External**	**Internal**
a) Political climate		
b) Size of population		
c) Goals and objectives		
d) Employees		

7. Mention four advantages of departmental filing system. **(4mks)**

8. Highlight four barriers to entrepreneurial development. **(4mks)**

9. Define the following terms as used in Business Studies. **(4 mks)**

(i) Economics

(ii) Entrepreneurship

(iii) Opportunity cost

(iv) Scale of preference

10. Highlight four reasons why food is an important basic need. **(4 mks)**

11. Highlight four ways in which entrepreneurs can observe ethics in the management of their business. **(4 mks)**

12. Highlight four ways in which a legal-political environment can impact negatively on entrepreneurs. **(4 mks)**

13. State four reasons why some traders prefer to operate supermarket business. **(4 mks)**

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

a) Study of how man strives to satisfy his unlimited wants using the limited resources

b) Study of the process of identifying a business opportunity and acquiring resources to start and operate a business

c) Study of trade and aids to trade

d) Refers to a systematic way of recording business activities which are used for decision making.

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15. Highlight four reasons for making choices between competing wants **(4 mks)**

16. POA a serious entrepreneur has identified a business opportunity in one of the towns in Kenya and wants to borrow money from Faulu bank. State four factors he has to take into consideration before he borrows the money **(4 mks)**

17. Classify the following resources as either renewable or non renewable wood, coal, soda ash, building stones, stove, wool, silk and iron. **(4 mks)**

18. State four circumstances under which photocopying may be used to reproduce documents in a school **(4 mks)**

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BUSINESS STUDIES QUESTION PAPER NO: 10

SECTION A

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

a) Movement of goods and services from producers to consumers
b) Creation of goods and services
c) Using a good or service

2. Satisfaction derived from a good or service State **four** categories in which the various types of business partners may be classified **(4mks)**

3. Highlight **four** ways in which the government creates an enabling environment for the conduct of business in the country **(4mks)**

4. Outline **four** roles of transport in the facilitation of trade **(4mks)**

5. Outline any **four** importances of business studies to the learner **(4mks)**

6. State four ways in which Kenya may benefit from its natural resources endowment **(4mks)**

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

a) Delivering milk to a customer
b) Keeping money in the bank
c) Selling bread to a student
d) Making uniform for students

8. Outline any **four** external factors that may affect business positively **(4mks)**

9. Highlight **four** circumstances under which a credit note may be issued **(4mks)**

10. Mutiga bought 20 crates of soda each at sh. 500. He was allowed a discount of 10%. The cash discount was quoted as follows; 10% 1 mouth, 5% 2 month otherwise net. If he paid within two months, calculate the amount of money he paid. **(4mks)**

11. From the following sentences, indicate the type of business activity **(4mks)**

a) Activity involved getting goods from their natural setting
b) Buying and selling of goods and services with a view of making profit
c) Building of structures (bridges)
d) Smelting iron ore to make iron

12. For each of the following production activities indicate whether its direct or indirect type of production. **(4mks)**

Activity	**Type of Production**
A wife washing her husband's cloths	
A man repairing his chair at home	
Mugambi operating a wholesale business	
Kiende selling sukuma wiki	

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13. Outline any **four** reasons that make a firm file its documents **(4mks)**

14. Outline any **four** reasons why one requires a business plan. **(4mks)**

15. Highlight any **four** methods of government involvement in business **(4mks)**

16. Name the office equipment that function the following uses **(4mks)**

a) Adding and subtracting figures

b) Cutting unwanted documents into tiny pieces for disposal

c) To make holes in papers for filing

d) Folding letters and sealing envelops

17. Mention the **four** essentials of transport **(4mks)**

18. Outline **two** reasons why it's difficult to satisfy human wants fully **(2mks)**

SECTION B

19. Outline any **five** differences between sole proprietorship and partnership forms of business units. **(10mks)**

20. Explain any **five** importances of entrepreneurship in the economy. **(10mks)**

21. Explain any **five** means of payment used in Home trade **(10mks)**

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