OFFICE

KCSE QUICK REVISION

Compilation of Possible Questions in Business Studies Likely to be Examined in KCSE.

A Special Analysis of Prediction Questions that may be Tested in KCSE from this Topic in Form 1.

BUSINESS STUDIES

SERIES 1

For Marking Schemes

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THE OFFICE

The topic entails:

- ✓ **The meaning and importance of an office.**
- ✓ **Discussion of functions of an office and how they influence business activities.**
- ✓ **Discussion of various office layouts and circumstances under which each is appropriate. The advantages and disadvantages of each layout should be brought out.**
- ✓ **Identification of different equipments in an office and how they are used to enhance the running of an enterprise.**
- ✓ **The advantages and disadvantages of each equipment is discussed.**
- ✓ **The role of a good filing system in an office for effective running of business enterprises is discussed.**
- ✓ **The office staff is also discussed n terms f categories and essential qualities the various office staff.**
- ✓ **Trends in office management is discussed especially the use of information and communication technology.**

POSSIBLE KCSE QUESTIONS

1. Name **four** equipment that can be available in the accounts office

2. Identify four qualities of a personal secretary

3. Give **four** characteristics of a good memo

4. Outline **four** duties of a company secretary

5. Mwita has introduced computers in his business operations, outline **four** benefits that he may experience

6. Highlight **four** ways in which an open office lay-out can contribute to efficiency in office operations

7. State **four** reasons why an organization should keep stock records for its office stationery

8. State **four** limitations of adoption of new technology by a business

9. Highlight **four** factors to be considered when selecting a method of re-producing documents

10. State **four** factors to consider when choosing an office layout

11. Outline **four** modern trends in office management

12. Enumerate **four** demerits of an open plan office

13 Explain **five** importance of filing documents in an organization

14 Explain **five** factors that an organization should consider when buying an office machine /equipment

15. Most companies have a closed office layout. Explain **five** problems that are faced by such companies

16. Discuss **four** benefits of using the electronic filing system in an organization

17. Explain **five** factors to be considered when buying office equipment and machines

For Marking Schemes/Answers

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- ✓ONLINE TUITION
- ✓REVISION NOTES
- ✓SCHEMES OF WORK
- ✓SETBOOKS VIDEOS
- ✓TERMLY EXAMS
- ✓QUICK REVISION KITS
- ✓KCSE TOPICALS
- ✓KCSE PREMOCKS
- ✓TOP SCHOOLS PREMOCKS
- ✓JOINT PREMOCKS
- ✓KCSE MOCKS
- ✓TOP SCHOOLS MOCKS
- ✓JOINT MOCKS
- ✓KCSE POSTMOCKS
- ✓TOP SCHOOLS PREDICTIONS
- ✓KCSE PREDICTIONS
- ✓KCSE REVEALED SETS

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