

F2 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 F1 & F2 Syllabus Coverage.

SERIES 1

For Marking Schemes

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MWALIMU CONSULTANCY

FORM 2 EXAMINATION TRIALS

BUSINESS STUDIES

PRACTICE TRIAL 1

TIME: 2 HOURS

Answer All the questions in the spaces provided

1. State the two classifications of trade (1mk)
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2. List four features of supermarkets (4mks)
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3. What is the difference between open cheque and crossed cheque. (4mks)
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4. State four sources of capital for sole proprietorship form of business. (4mks)
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5. Give the two types of partners according to the role they play. (2mks)
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6. Differentiate between general and limited partners. (2mks)

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7. Define a co-operative society. (1mk)

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8. Explain two principles of co-operatives. (4mks)

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9. State four advantages of SACCOs. (4mks)

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10. Differentiate between redeemable and irredeemable debentures. (4mks)

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FORM 2 EXAMINATION TRIALS

BUSINESS STUDIES

PRACTICE TRIAL 2

TIME: 2 HOURS

Answer All the questions in the spaces provided

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
- d) Satisfaction derived from a good or service.....

2. State **four** categories in which the various types of business partners may be classified (4mks)

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

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

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

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

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

a) Delivering milk to a customer

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b) Keeping money in the bank

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c) Selling bread to a student

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d) Making uniform for students

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

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

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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 month, 5% 2 month otherwise net. If he paid within two months, calculate the amount of money he paid. (4mks)

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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) A wife washing her husband's cloths	
b) A man repairing his chair at home	
c) Mugambi operating a wholesale business	
d) Kiende selling sukuma wiki	

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

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

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

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

a) Adding and subtracting figures

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b) Cutting unwanted documents into tiny pieces for disposal

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c) To make holes in papers for filing

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d) Folding letters and sealing envelopes

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

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

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SECTION B

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

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

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

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FORM 2 EXAMINATION TRIALS

BUSINESS STUDIES

PRACTICE TRIAL 3

TIME: 2 HOURS

Answer All the questions in the spaces provided

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

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2. List any **TWO** elements that comprises of the internal environment of a business (2mks)

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3. Outline any **four** features of economic resources (4mks)

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4. Highlight any **four** types of small scale retailers with shops (4mks)

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5. Name any four clauses of memorandum of association for limited liability companies. (4mks)

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6. State **four** principles of co-operatives (4mks)

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7. Identify any **four** ways through which the government may regulate business activities (4mks)

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8. Highlight any four reasons why the government needs to get involved in business activities (4mks)

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9. State the essential elements of transport (4mks)

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10. Outline any four advantages of carts as a means of transport (4mks)

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11. Give any **FOUR** characteristic of tramps (4mks)

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12. State any four importance of transport to a business (4mks)

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Section B (Answer Any Two Questions From This Section)

13. Explain any six factors to be considered when selecting an office equipment (12mks)

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14. Explain six factors that influences the choice of appropriate means of transport (12mks)

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15. Differentiate between Goods and Services

(12mks)

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16. Describe any six methods used by the government to protect consumers

(12mks)

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FORM 2 EXAMINATION TRIALS

BUSINESS STUDIES

PRACTICE TRIAL 4

TIME: 2 HOURS

Answer All the questions in the spaces provided

1. State **FOUR** roles of entrepreneurship in the society (4mks)

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2. Classify the factors listed in the table below as either internal or external. (tick appropriately)

factors	Internal	External
(i) Employees		
(ii) Inflation		
(iii) Technology applied		
(iv) Invested funds		
(v) Cultural factors		
(vi) Tools		
(vii) Entrepreneur		
(viii) Political factors		

3. State **FOUR** personal attributes that an office worker should possess. (4mks)

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4. State **FOUR** ways through which government control businesses. (4mks)

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5. State **FOUR** factors that a consumer should consider in satisfying competing needs. (4mks)

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6. State **FOUR** ways through which organizations can improve efficiency of their workers. (4mks)

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7. State four **FACTORS** that can to the success of a business. (4mks)

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8. State **FOUR** advantages of indirect production. (4mks)

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9. Mention **FOUR** demerits of using middle-men in distribution of goods and services. **(4mks)**

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10. State **FOUR** advantages of buying goods on credit over hire purchase buying. **(4mks)**

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11. List **FOUR** factors to consider before choosing the type of business to start. **(4mks)**

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12. State **FOUR** ways used by organizations to safeguard and protect its property. **(4mks)**

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13. State **FOUR** macro-environment factors that affect business performance. **(4mks)**

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14. State any **FOUR** government initiated methods of consumer protection. **(4mks)**

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15. Explain any **FOUR** circumstances a buyer may be required to pay cash with order. **(4mks)**

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16. State any **FOUR** limitations of consumer initiated methods of consumer protection. **(4mks)**

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17. Give **FOUR** reasons why an office is necessary in an organization. **(4mks)**

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18. State **FOUR** benefits of business ethics. **(4mks)**

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19. Mention **FOUR** features of a sole trader. **(4mks)**

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20. Highlight **FOUR** causes of business failure. (4mks)

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21. Give four reasons why a cheque may be dishonored by a bank. (4mks)

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22. A trader gives 20% trade discount on the value of goods bought above and also a cash discount 10% if payments are made within one week. Onyango bought goods from the trader on the credit worth 200,000 on 3rd march 2013 and settled his debts on 8th of the same month. Find how much he paid. (4mks)

23. Mention **FOUR** characteristics of services. (4mks)

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24. Highlight **FOUR** circumstances where a trader may issue a credit note. (4mks)

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FORM 2 EXAMINATION TRIALS

BUSINESS STUDIES

PRACTICE TRIAL 5

TIME: 2 HOURS

Answer All the questions in the spaces provided

1. State the term given to each of the following statements:- (3 mks)

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

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(b) Increasing the usefulness of a good or services. –

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(c) Movement of goods from producer to consumer –

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2. State whether each of the following factors fall under macro-environment or micro-environment.

(i) Competitive environment –

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(ii) Legal-political environment –

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(iii) Business structure –

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(iv) Business culture –

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3. Using examples, distinguish between man-made resources and human resources. (4 mks)

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4. List down **four** factors of production and their rewards. (4 mks)

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5. Outline **four** circumstances under which a partnership may be dissolved. (4 mks)

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6. State **four** ways in which government may regulate business activities. (4 mks)

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7. List **four** essential elements of transport. (4 mks)

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8. State **four** barriers to effective communication. (4 mks)

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9. Outline procedure for making an insurance claim. (5 mks)

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10. Highlight four circumstances under which personal selling is appropriate. (4 mks)

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11. State four reasons why a cheque may be dishonoured. (4 mks)

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12. Classify the following staff as subordinate, junior or management. (4 mks)

Staff	Category
(a) Executive officer	
(b) Driver	
(c) Typist	
(d) Receptionist	
(c) Director	

13. List various sources of a business idea. (4 mks)

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14. Outline four factors to consider when selecting office requirement. (4 mks)

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15. State four functions of retailers to consumers. (4 mks)

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16. State four types of utilities. (4 mks)

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17. Classify each of the following as renewable or non-renewable resource.

Item	Renewable	Non-renewable
Wood		
Solar energy		
Gravel		
Natural gas		

FORM 2 EXAMINATION TRIALS

BUSINESS STUDIES

PRACTICE TRIAL 6

TIME: 2 HOURS

Answer All the questions in the spaces provided

1.State **Four** reasons why it is difficult to satisfy human wants. (4mks)

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2.State any **Five** clauses contained in the memorandum of association. (5mks)

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3.State the nature of the following production activities (4mks)

Activity	Nature
(a)Flour milling	
(b)Bread baking	
(c)Cloth making	
(d)Cotton ginning	

4.State **Four** situations that indicate existence of a business opportunity. (4mks)

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5.Highlight any **Four** roles that are played by ethics in businesses. **(4mks)**

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6.Identify **Four** roles that equipments play in an office. **(4mks)**

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7.Outline **Four** circumstances under which a partnership may be dissolved. **(4mks)**

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8.State **Three** ways in which government may regulate business activities. **(3mks)**

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9.Outline the sources of capital for co-operatives. **(4mks)**

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10.Highlight **Five** factors to be considered when selecting office equipment. **(5mks)**

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11.Highlight the contents of articles of association. **(4mks)**

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12.Give **Four** essential elements of transport. **(4mks)**

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13.Highlight **Five** importance of transport to business. **(5mks)**

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14.Highlight **Four** reasons for studying business studies in Kenya. **(4mks)**

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15.Name **Four** accounting documents that are used in home trade.

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16. Identify **Four** elements of effective communications.

(4mks)

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17.Identify **Four** common means of verbal communication.

(4mks)

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FORM 2 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. (4mks)

Statement	Term
a. Movement of goods and services from producers to consumers	
b. Creation of goods and services	
c. Using a good or service	
d. Satisfaction derived from using a good or a service.	

2. Give four sources of business ideas. (4mks)

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3. Under what circumstances would cash with order (c.w.o) be appropriate in a business.(4mks)

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4. Outline four principles of cooperatives (4mks)

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5. Give four sources of capital for a limited liability company (4mks)

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6. State four advantages of partnerships over sole proprietorship. (4mks)

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7. Outline four measures taken by an office business to safeguard an organization property.(4mks)

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8. Outline four advantages of an enclosed office layout. (4mks)

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9. State four factors of production giving a reward for each. (4mks)

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10. Identify the macro-environmental factors affecting business operations as described by the following.

Statement	Factor
.Law and policies that regulate business activities.	
Affects buyer's ability to buy commodities offered by a business.	
Firms selling similar products trying to outdo each other.	
Dictates how people live and what products they consume.	

11. Give four reasons why office documents should be filed. (4mks)

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12. Outline four features of a supermarket (4mks)

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13. Outline four reasons why choice is important in satisfaction of human wants. (4mks)

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SECTION B.

ANSWER ALL QUESTIONS IN THIS SECTION

14. a. Explain three roles of an entrepreneur to an economy. (6mks)

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- b. Identify four characteristics of economic resources (4mks)

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15. A form four School leaver intends to start a business. Outline three ways in which knowledge of business studies will benefit him. (6mks)

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FORM 2 EXAMINATION TRIALS

BUSINESS STUDIES

PRACTICE TRIAL 8

TIME: 2 HOURS

Answer All the questions in the spaces provided

1. Briefly define the following forms of utilities: (3 Mks)

i. Form utility.....

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ii. Possession utility.....

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iii. Place utility.....

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2. Mutwiri has been advised by his bank to write a business plan. List four benefits Mutwiri will get by drawing a business plan. (4 Mks)

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3. List four challenges faced by people as they seek to satisfy their wants (4 marks)

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4. State three means of payment used in home trade. (3mks)

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5. Kenya has diverse unexploited natural resources that once exploited would propel Kenya into a developed nation. List four factors that limit Kenyan Government from exploiting these natural resources. **(4 marks)**

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6. SME sector has been attributed to entrepreneurial education in Kenya. Outline **four** contributions of entrepreneurs in Kenyan Economy. **(4mks)**

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7. Outline four differences between public corporation and public companies. **(4 marks)**

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8. List four benefits consumers enjoy from warehousing **(4 Mks)**

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9. Highlight four ways in which partners may be classified giving an example in each case.**(4mks)**

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- 10.** The Kenya government has diverse ways on controlling and regulating business in Kenya. Explain three ways that the Kenya Government regulates and control trade. **(6 Mks)**

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- 11.** There are various equipments used in offices, state the function of each of the following equipment in the office; **(4 Mks)**

a) Shredding machine :.....

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b) Composite machine :.....

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c) Duplicating machine :.....

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d) Franking machine :.....

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- 12.** Juma, Kipchoge and Murimi are deciding of forming a private limited company. Highlight three contents of the Articles of Association that they might consider **(3 Mks)**

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- 13.** List four benefits of business studies to the Kenyan society. **(4 Mks)**

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- 14.** Containerisation is a common feature in road and water transport. List five benefits of containerisation. **(5 Mks)**

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- 15.** Boda Boda (Motor Cycles) have emerged as the most common means of transport in rural Kenya, highlight four demerits of using this a means of transport **(4 marks)**

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- 16.** List and explain five components of effective communication . **(5 Mks)**

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- 17.** Highlight four issues for consideration when selecting means of transport. **(4 Mks)**

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- 18.** Kenya Pipeline Company has been transporting petroleum products through the pipeline system to various parts of the country such as Sagana and Eldoret. List five benefits of this mode of transport. **(5 Mks)**

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- 19.** State four types of business activities carried out in Kenya. **(4 Mks)**

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- 20.** Murimi visited kenya commercial bank kerugoya and noticed that the managers office was accessible to all since the bank had an open office policy. Outline four advantages of this type of office plan. **(4 Mks)**

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- 21.** Hawking is one of the simple forms of business in Kenya. List four disadvantages of Hawking business. **(4 Mks)**

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22. Outline four emerging trends in office management. **(4mks)**

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23. Highlight six services of a retailer **(4 Mks)**

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24. Highlight four services offered in a warehouse **(6 Mks)**

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FORM 2 EXAMINATION TRIALS

BUSINESS STUDIES

PRACTICE TRIAL 9

TIME: 2 HOURS

Answer All the questions in the spaces provided

1. Give any **four** reasons why a person may engage in business. (4 Mks)

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2. Outline **four** reasons why a person may find it better to buy goods from a kiosk instead of a supermarket. (4 Mks)

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3. Highlight **four** methods used by the government to regulate business activities in Kenya. (4 Mks)

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4. Outline **three** clauses found in the memorandum of association. (3 Mks)

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5. Highlight **three** benefits of warehousing to the consumer. (3 Mks)

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6. Give **four** characteristics of human wants. (4 Mks)

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

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8. State **four** ways in which a good filing system may facilitate the operations of an office. (4 Mks)

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9. State **three** reasons for privatising public corporations. (3 Mks)

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10. Outline **four** services offered by wholesalers to retailers. (4 Mks)

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11. In the table below, outline **three** distinctions between Direct and Indirect production. **(3 Mks)**

Direct Production	Indirect Production

12. Outline **four** reasons why a trader may prefer to transport his goods by train. **(4 Mks)**

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13. State **four** benefits of running a sole proprietorship business. **(4 Mks)**

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14. Highlight **four** factors that a trader may consider when determining the appropriate means of transport. **(4 Mks)**

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15. State **four** advantages of written communication. **(4 Mks)**

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16. Give **four** malpractices against which consumers may need protection. (4Mks)

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17. State **three** circumstances under which cash terms may be used. (3 Mks)

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18. Highlight **three** duties of commercial attaches in trade promotion. (3Mks)

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19. Highlight **three** circumstances when one can convey verbal communication. (3Mks)

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Section B: Attempt any three questions

20. Describe **five** characteristics of services. (10 Mks)

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21. Explain **five** factors that may promote entrepreneurship in Kenya. (10 Mks)

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22. Highlight **five** circumstances in which the government may be involved in business. (10 Mks)

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23. Describe any **five** internal factors that may encourage the achievement of business goals. (4 Mks)

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FORM 2 EXAMINATION TRIALS

BUSINESS STUDIES

PRACTICE TRIAL 10

TIME: 2 HOURS

Answer All the questions in the spaces provided

1. Identify four disciplines that make-up Business studies. 4MKS
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2. State whether each of the following factors fall under external or internal business environment.

	External	Internal
Law's governing Business operations in Kenya		
Share holders decisions		
Changes in tax		
Changes in population		

3. Give four challenges faced in the satisfaction of human wants. 4mks
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4. Outline four characteristics of free resources. 4mks
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5. Highlight four reasons why the government involves itself in Business Activities. **4mks**

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6. In the table below, match the descriptions with appropriate type of a partner.4mks

Statement/description	Type of partner
Under 18 years of age	
Does not take part in the running of the business	
Allows his/her name to be used as if he/she is a partner.	
Has unlimited liabilities.	

7. State four differences between goods and services.4mks

Goods	Services
i.	
ii.	
iii.	
iv.	

8. Outline four ways in which traders may exploit consumers. **(4mks)**

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9. Outline four reasons why a trader may construct their own warehouse. . **(4mks)**

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10. List four means of payment that a trader may use to effect payment. **(4mks)**

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11. Highlight four merits of an open plan office layout . **(4mks)**

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12. Outline any four features of Public Corporations. **(4mks)**

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13. The table below shows different characteristics of production. Indicate whether each relate to direct or indirect production. **4mks**

Characteristics of production	Type of production
Uses machines and modern technology	
Mainly produces as the needs arises	
Production is market oriented	
Level of output is generally low.	

14. Identify any four gaps in the society that may give rise to a business opportunity. **(4mks)**

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15. State four ways in which the government may regulate business activities. **(4mks)**

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16. Highlight four roles of transport in promotion of trade. **(4mks)**

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17. Highlight four reasons why letters continue to be used as a means of communication.(4mks)

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18. Outline four roles played by Nairobi Stock Exchange market in Kenya's economy. **(4mks)**

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19. Identify the following types of warehouse having the following characteristics.

Characteristics	Type of warehouse
i. Holds tax free goods produced locally or imported	
ii. Used to hold dutiable goods from within or outside the country.	
iii. Goods can stay in store without the owner worrying about high storage charges or loss of goods.	
iv. These warehouses are located at entry points, terminals and urban areas for hire by local traders.	

20. Give four reasons why office documents should be filed. **(4mks)**

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21. Outline four features of a supermarket. **(4mks)**

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22. List four functions of an entrepreneur as a factor of production. (4mks)

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23. State four barriers to effective communication. 4mks

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24. Outline four circumstances under which non-verbal signs may be used. (4mks)

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25. Identify four circumstances under which air transport would be suitable for a business.(4mks)

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FOR THE FOLLOWING;

- ✓ **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**
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