FORM TWO HOLIDAYS KEYNOTE BUSINESS STUDIES 10 QUESTION PAPERS



FORM 2 HOLIDAYS KEYNOTE BUSINESS STUDIES TEN QUESTION PAPERS

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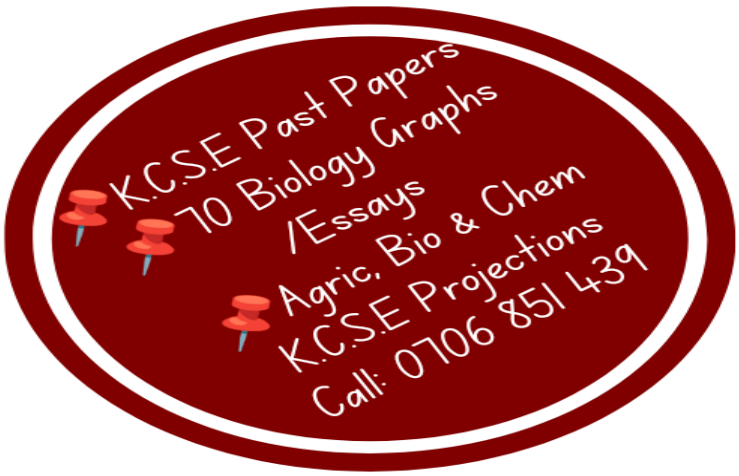
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FORM TWO HOLIDAYS KEYNOTE

BUSINESS STUDIES QUESTION PAPER NO: 01

1. Highlight four ways in which business studies may be of benefit to an individual. **(4 Marks)**

2. State FOUR reasons why consumers satisfy basic wants before secondary wants **(4 marks)**

3. Jitegemee, a very young entrepreneur would like to start a business in Makadara center. Outline four factors that would show the existence of a business opportunity within the Center **(4 marks)**

4. Highlight four ways in which ethical practices in business ensures that consumers are not exploited **(4 marks)**

5. Outline four consequences of a poor filing system in an organization **(4 marks)**

6. Outline four ways in which the government involves itself in business activities **(4 Marks)**

7. Give four characteristics of goods. **(4 Marks)**

8. Give four reasons why railway transport is not competitive in Kenya. **(4 marks)**

9. Outline **four** characteristics of a chain store. **(4 marks)**

10. The following are types of internal and external environments Technological, Business structure, Demographic and physical. In the table below , write the type of environment that suits the description. **(4 marks)**

i) A duty roster of workers in an organization

ii) An increase in demand of an organizations product as a result of an increase in population.

iii) An organization engaging the services of G4 Security.

iv) Use of e-commerce in the marketing of the organization's product.

11. Mention four circumstances under which verbal communication would be used in an organization. **(4 marks)**

12. Highlight FOUR circumstances under which a seller would require a buyer to pay cash with order. (C.W.O)

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13. Give four factors that may make a manager to hire rather than buy a new office equipment. **(4 Marks)**

14. Highlight three features of indirect production **(3 Marks)**

15. Highlight four reasons why a person may prefer to run a business as a sole proprietor **(4 Marks)**

16. Explain five characteristics of economic resources. **(5 Marks)**

17. Draw five differences between a public limited company and a partnership. **(5 Marks)**

18. Explain five services that retailers render to consumers. **(5 Marks)**

19. Milele Enterprises would like to partition its office. Explain **five** benefits the firm may get if it uses the enclosed office plan. **(5 Marks)**

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FORM TWO HOLIDAYS KEYNOTE
BUSINESS STUDIES QUESTION PAPER NO: 02

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

d) Satisfaction derived from a good or service

2. 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

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

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 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	

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

17. Folding letters and sealing envelops Mention the **four** essentials of transport **(4mks)**

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)**

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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FORM TWO HOLIDAYS KEYNOTE
BUSINESS STUDIES QUESTION PAPER NO: 03

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

(a) Study of activities that are carried out in an office

(b) Study of the process of identifying a business opportunity, acquiring the resources to Start and run a business

(c) Study of trade and aids to trade

(d) Study of a systematic record keeping

2. High light **four** reasons why a business plan is necessary to an entrepreneur **(4mks)**

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

4. Highlight **four** factors an organization would consider when an office layout **(4mks)**

5. Classify each of the following as **renewable** or **non-renewable resource** **(4mks)**

(a) Wool

(b) Lead

(c) Soda ash

(d) Natural gas

6. Identify the office etiquette described in the following statements**.** **(4marks)**

	Statement	**Office Etiquette**
a)	Handling people politely, pleasantly and with consideration	
b)	Being committed to the organization one is working for	
c)	Performing duties with excellence, precision and correctness	
d)	Ability to keep time in attending duties and appointments	

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7. Outline the way through which each of the following types of utility may be created in production**.** **(4marks)**

(a) Time utility:

(b) Form utility:

(c) Pace utility

(d) Possession utility

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

9. Outline **four** external business environments that may affect the performance of the business. **(4mks)**

10. Name the documents that each of the following descriptions refer to. **(4mks)**

a) Used to correct an overcharge on an invoice

b) Used to alert the buyer that the seller received an order

c) It is used to inquire for goods

d) It is used to organize for transportation of goods between a seller and a public carrier.

11. Give four characteristics of indirect production **(4 marks)**

12. Under what **four** circumstances would cheque payment be preferred most than cash payment? **(4mks)**

13. State **four** characteristics of a departmental store. **(4mks)**

14. State any **four** factors that can contribute to the success of business in a certain area **(4mks)**

15. Outline **four** features of a service. **(4mks)**

16. Highlight **four** features of a good filing system. **(4 marks)**

17. Outline any four roles of an entrepreneur in production**.** **(4 marks)**

18. As a student of business studies give two benefits you can get from learning the subject **(2 Marks)**

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FORM TWO HOLIDAYS KEYNOTE
BUSINESS STUDIES QUESTION PAPER NO: 04

1. Outline **four** man reasons why business enterprise exists. **(4mks)**

2. Highlight **four** benefits that a community should derive from a manufacturing firm. **(4mks)**

3. Outline **four** measures to be taken by a business man to improve internal business environment. **(4mks)**

4. State **four** ways in which HIV/AIDS prevalence has negatively affected business activities. **(4mks)**

5. Outline **four** difficulties faced by a consumer in the process of satisfying his/her wants. **(4mks)**

6. State **four** reasons why choice is important in the satisfaction of human wants. **(4mks)**

7. Indicate in the spaces provided the type of utility created by each of the following activities. **(4mks)**

	Activity	**Type of utility**
(a)	Carpentry	
(b)	Shop-keeping	
(c)	Teaching	
(d)	Importing	

8. Give any **four** reasons why occupational mobility of skilled labour is low. **(4mks)**

9. State **four** circumstances under which an entrepreneur may want to change his or her business. **(4mks)**

10. Explain **four** measures that the government can take to enhance entrepreneurial culture in Kenya. **(4mks)**

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11. Identify the office equipment used to perform the following tasks: **(4mks)**

	Role	**Office equipment**
(a)	Removing pins form papers	
(b)	Printing postage impression on envelopes	
(c)	Transmitting printed messages e.g. maps	
(d)	Posting information to ledgers and preparation of payrolls	

12. State **four** ways in which a well planned office layout contributed towards efficiency of operation in an organization. **(4mks)**

13. Give **four** differences between an invoice and a proforma invoice. **(4mks)**

14. Credit cards are increasingly being used in transactions in Kenya. Highlight **four** disadvantages of using credit cards. **(4mks)**

15. Give any **four** reasons for privatization of government owned firms. **(4mks)**

16. Distinguish between a share and a debenture as a source of finance for a public limited company

17.State **four** factors that limit effectiveness of consumer organization in protecting consumers in Kenya. **(4mks)**

18. Give **four** benefits of Export processing zones to Kenya. **(4mks)**

19. State **four** roles played by Kenya ports Authority in ensuring that sea transport operates Efficiently **(4mks)**

20. Highlight **four** reasons why the motorbikes are quickly replacing bicycles as a choice for client **(4mks)**

21.State **four** reasons why courier services are becoming popular in the delivery of letters and parcels

22. Despite the remarkable sift to mobile phone system, landlines are still in use. State **four** reasons why organizations are still using landline communication. **(4mks)**

23. Highlight **four** features of a bonded warehouse. **(4mks)**

24. State **four** measures that the owner of a warehouse may take to ensure its smooth operation. **(4mks)**

25. Outline any **four** benefits of "Pooling of risks" to insurance Company. (4mks)

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FORM TWO HOLIDAYS KEYNOTE
BUSINESS STUDIES QUESTION PAPER NO: 05

1. Outline four sources of capital for a sole-proprietorship type of Business. **(4mks)**

2. Classify the following trade as home trade or foreign trade.

Trade	Classification
a)Import trade	
b)Retail trade	
c) Export trade	
d) Wholesale trade	

3. State four disciplines that are studied in Business studies. **(4mks)**

4. List four ways in which government creates a viable working environment for business people. **(4mks)**

5. Highlight four external factors that may negatively influence the operation of a business. **(4mks)**

6. Outline four characteristics of secondary wants. **(4mks)**

7. Highlight four benefits of proper filling to a business organization. **(4mks)**

8. Highlight four factors that may lead to success of a business. **(4mks)**

9. Outline four advantages of division of labour. **(4mks)**

10. State four types of complaints that consumer organization may receive from consumers. **(4mks)**

11. State four circumstances under which co-operative society may be dissolved. **(4mks)**

12. List four forms of retail businesses that a school leaver may engage in. **(4mks)**

13. Highlight any four personal attributes that a personal secretary should possess. **(4mks)**

14. A business opportunity exist where there is a market gap. Outline four such market gaps. **(4mks)**

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15. In the spaces provided below, indicate the type of utility created by each of the following business activities.

Commercial activity	**Types Utility**
Selling goods to customers	
Transporting goods.	
Store keeping	
Making chair	

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

17. State whether each of the following factors fall under micro-environment or macro-environment. **(4mks)**

a) Competitive environment.

b) Legal-political environment.

c) Business structure

d) Business culture.

18. Give four public utilities that the county government of Meru provides to its citizens. **(4mks)**

19. List four contents of memorandum of association**.** **(4mks)**

20. Outline four circumstances under which a trader would prefer to be paid in cash rather than other means of payments. **(4mks)**

21. Outline four factors that should be considered before buying office equipment. **(4mks)**

22. Reasons why a business should prepare a business plan. **(4mks)**

23. For each of the following production activities indicate whether it is a direct or indirect type of Production.

Activity	Types of production
a) An individual washing his own clothes	
b) An individual supplying beef.	
c) An individual operating a kiosk	
d) An individual producing maize for his family's consumption	

24. State four roles of the Nairobi Stock Exchange Market as a market for securities**.** **(4mks)**

25. Outline four characteristics of a supermarket. **(4mks)**

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FORM TWO HOLIDAYS KEYNOTE
BUSINESS STUDIES QUESTION PAPER NO: 06

SECTION A

1. Outline four characteristics of basic human wants. **(4 marks)**

2. Outline four essential elements of a good warehouse. **(4 marks)**

3. State four documents required by the registrar of companies in order to register a company. **(4 marks)**

4. Outline four characteristics of a chain store. **(4 marks)**

5. State four reasons why motorcycles are popular as means of transport. **(4 marks)**

6. Highlight four challenges that entrepreneur face when carrying out business activities. **(4 marks)**

7. State four ways in which goods and services are classified. **(4 marks)**

8. Outline four features of land as a factor of production. **(4 marks)**

9. Identify four circumstances under which air transport would be suitable to a business enterprise. **(4 marks)**

10. State four reasons why it is suitable to locate a bonded warehouse at the point of entry. **(4 marks)**

11. Highlight four effects of poor filing system in an organization. **(4 marks)**

12. Outline four types of business activities. **(4 marks)**

(a)

13. Mention three components of business studies. **(3 marks)**

14. Outline four disadvantages of specialization. **(4 marks)**

15. Highlight four ways in which government promotes entrepreneurship. **(4 marks)**

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16. On 1st August 2013, Grace received an invoice for Shs.24,000 terms of payment were trade discount 10% and cash discount 20% if payment is done within 30 days. Determine the amount paid if payment was made on 28th August 2013. **(4 marks)**

17. Highlight four mailing services that are offered by a post office. **(4 marks)**

18. Mention four gaps that may exist in a market leading to a business opportunity. **(4 marks)**

19. State four circumstances when cash may be used as a means of payment. **(4 marks)**

20. Highlight three ways in which Kenya Association of Manufacturers (KAM) ensure that their members do not exploit the consumers. **(3 marks)**

21. Identify four qualities of an office messenger. **(4 marks)**

22. State four challenges that a business without a plan will encounter in its operations. **(4 marks)**

23. Highlight four reasons for privatization of public cooperation. **(4 marks)**

SECTION B

24. Jane and Joyce are two lawyers who want to start a joint law firm. Explain five limitations they may face during the operations of their business. **(10 marks)**

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FORM TWO HOLIDAYS KEYNOTE
BUSINESS STUDIES QUESTION PAPER NO: 07

1. A resource is something that is used by a business to achieve an objective. Identify four resources available in a business **(4 Marks)**

2. Outline four characteristics of human wants **(4 Marks)**

3. John and Peter jointly own goods valued at sh. 160,000 with a capital contribution of the ratio 3:1 respectively. The insured the goods against fire at sh. 100,000. A fire broke out and destroyed goods worth sh. 80,000. Calculate the amount to be received in compensation by each of them. **(4 Marks)**

4. The following are some functions of some various equipment used in offices. Indicate the type of machine that matches the function given. **(4 Marks)**

Functions **Equipment**

a) Destroying unwanted documents

b) Cutting paper into required shape and size

c) Making postage impression on envelopes

d) Making shorthand dictation

5. Outline ways through which partnership may be formed**.** **(4 Marks)**

6. In the spaces provided below indicate the type of utility created by the following business activities **(4 Marks)**

Business activity	**Types of utility**
Selling face masks to customers	
Transporting onions	
Storing onions in a granary	
Making a camera	

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7. Outline **four** reasons why a business person may prefer written communication to verbal communication**.** **(4 Marks)**

8. Highlight four advantages of human porterage**.** **(4 Marks)**

9. Highlight four characteristics of labour as a factor of production. **(4 Marks)**

10. In the spaces provided below, state the document to which each of the following statement relate**.** **(4 Marks)**

Statement		Document
a) Inform the buyer when goods were dispatched and by what means b) A request by seller for payment in advance c) Used to correct an undercharge in an invoice d) Shows details of the transactions between seller and buyer during a given period		

11. List four sources of business idea**.** **(4 Marks)**

12. Outline four duties of commercial attaches**.** **(4 Marks)**

13. State **four** ways in which the nature of goods would influence the choice of transport. **(4 Marks)**

14. Highlight **four** circumstances under which it may be appropriate to use personal selling to promote products. **(4 Marks)**

15. In the spaces provided, indicate whether each of the following statements relate to preference shares or ordinary shares**.** **(4 Marks)**

Statement Types of shares

(i) Has voting rights

(ii) Rate of dividend is fixed

(iii) Considered first in liquidation

(iv) Represent ownership

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16. Explain five external business environments and how they influence a business negatively.

(10 Marks)

17. Explain any five principles of insurance**.** **(10 Marks)**

18. Highlight **five** differences between an open plan office and enclosed office layout.

(10 Marks)

19. Explain 5 features of economic resources **(10 Marks)**

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FORM TWO HOLIDAYS KEYNOTE
BUSINESS STUDIES QUESTION PAPER NO: 08

1. Identify four disciplines that make-up Business studies.4MKS

2. State whether each of the following factors fall under external or internal business environment.

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

3. Give four challenges faced in the satisfaction of human wants.4mks

4. Outline four characteristics of free resources.4mks

5. Highlight four reasons why the government involves itself in Business Activities. **4mks**

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**

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

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

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

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

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

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)**

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

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

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

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

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

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

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

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

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

23. State four barriers to effective communication. **4mks**

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

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

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FORM TWO HOLIDAYS KEYNOTE
BUSINESS STUDIES QUESTION PAPER NO: 09

1. Highlight four unethical issues in product promotion. **(4mks)**

2. State four occupations that a person may engage in, in the primary level of production. **(4mks)**

3. For each of the features given below, indicate with a tick (v) whether it relates to a public limited company or private limited company. **(5mks)**

Features	Public Ltd	Private Ltd
Can advertise shares		
Unlimited number of members		
Minimum of seven members		
Restricts transfer of shares		

4. The management of Kazikwavijana enterprise is contemplating coming up with a new office block. Name five reasons why they should adopt an open office layout. **(5mks)**

5. Classify the following goods as either consumer or producer goods.

Goods	**Classification**
Matatu	
Persona Radio	
Factory	
Clothes	
Jembe	
Shoes	

6. Indicate the type of Advertising Described in the table below. **(4mks)**

Description	**Type of advertising**
Creates awareness of the product	
Popularizes the business organization	
Persuades customers to buy the product	
Reminds customers that the product is still in the mirket	

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7. Highlight four circumstances under which cash is preferable as a means of payments **(4mks)**

8. Write the following in full; **(3mks)**

a) C. W. O

b) C. O. D.

c) L. O. U

9. Highlight four roles played by insurance in an economy. **(4mks)**

10. Creditor may not accept personal cheques for fear that they might be dishonored. Outline five reasons why a cheque may be dishonored. **(5mks)**

11. Muthiora a businessman has a building worth Ksh. 2,000,000 which he insured against Fire for Ksh. 1,500,000. The3 buliding was gutted down by accidental fire and the remains were valued at Ksh. 600,000. Calculate the amount of compensation Muthiora got from the insurance company. **(4mks)**

12. State two acts of parliament that are meant to protect consumers from exploitation. **(2mks)**

SCETION II

13. Explain five disciplines covered in Business studies. **(10mks)**

14. Discuss the five essentials of Effective communication. **(10mks)**

15. Explain any three principles of insurance. **(6mks)**

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BUSINESS STUDIES QUESTION PAPER NO: 10

1. Identify four importance of learning business studies to the country. **(4 mks)**

2. Identify four factors that influence entrepreneurial practices in Kenya. **(4marks)**

3. State four types of utilities created through the production. **(4 mks)**

4. State four challenges encountered in the satisfaction of human wants **(4 mks)**

5. Identify four ways in which an office is important to a business. **(4marks)**

6. Outline four ways in which a well laid out business structure is likely to lead to success of the business. **(4marks)**

7. Identify four functions of a proforma invoice. **(4marks)**

8. Outline the importance of trade to a country. **(4marks)**

9. Highlight four drawbacks of direct production. **(4marks)**

10. State four advantages of sending parcels using courier firms. **(4marks)**

11. List four circumstances under which the location of a warehouse can be inappropriate. **(4marks)**

12. The following are descriptions of various insurance policies. Identify the name of the policy described by the statement. **(4marks)**

Description	POLICY
Covers an organization against losses which might arise as a result of debtors failure to pay their debts	
Covers for the losses of profit due to interruption of business activities as a result of fire.	
Covers employees who may suffer injuries while on duty.	
Covers partial or total physical disability caused to a person due to injury.	

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13. Outline four functions of advertising firms to the producers. **(4marks)**

14. State four circumstances that will make the standard gauge railway more desirable than road. **(4marks)**

15. Outline four characteristics of sole proprietorship business **(4 mks)**

16. Give four limitations of consumer-initiated methods in consumer protection. **(4marks)**

17. In the table below, indicate the type of advertising which fits the description. **(4 marks)**

18.

Description	Type
a) Create awareness about a product	
b) Promotes the name of the manufacturer	
c) Persuades a particular brand of a product	
d) Promotes a particular brand of a product	

19. State four sources of business ideas **(4 mks)**

20. Explain five factors to be considered by a business when choosing a means of communication **(10 mks)**

21. Explain five differences between a sole proprietorship and a public limited company. **(10 marks)**

22. Explain the meaning of the following terms as used in insurance **(8 marks)**

a. Indemnity

b. Third party motor vehicle insurance.

c. Contribution.

d. Subrogation.

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