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BUSINESS STUDIES 10 QUESTION PAPERS



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TEN QUESTION PAPERS

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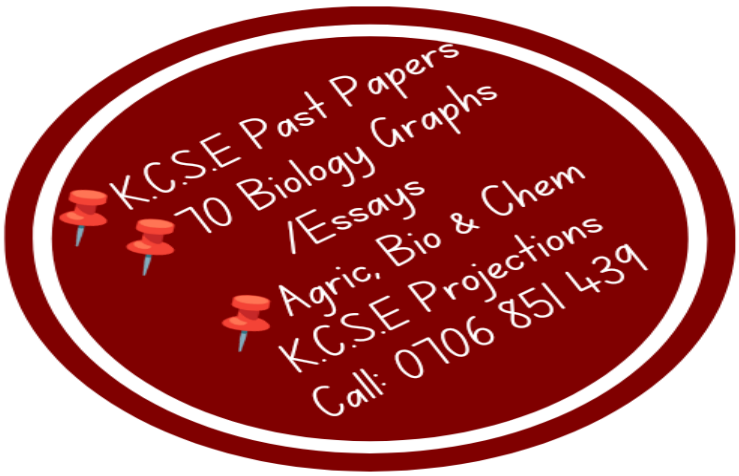
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BUSINESS STUDIES QUESTION PAPER NO: 01

1. State the type of utility created by each of the following activities. **4mks**

(a) Delivery of milk to a customer

(b) Keeping money in the bank

(c) Selling bread to a student

(d) Making uniform for students

2. You are required to come up with a business idea to discuss in your class. Suggest what you will consider to turn it into a good business opportunity. **4mks**

3. Highlight four factors that may lead to overcharge in an invoice. **4mks**

4. One of the functions of an office is to safeguard and controll organizations property. State four ways how an office can achieve this. **4mks**

5. Outline four importances of business studies in a society. **4mks**

6. State four features of human wants. **4mks**

7. State four factors that discourage entrepreneurial development in an economy.

8. Outline four circumstances which would make an office manager to replace an existing machine with a modern one. **4mks**

9. Outline four reasons why government participates in business. **4mks**

10. State any four internal business environments. **4mks**

11. State four ways in which productivity of land can be improved as a factor of production. **4mks**

12. Highlight four circumstances under which a firm will prefer to establish an open office. **4mks**

13. Identify four types of cash terms of payment. **4mks**

14. Name the factor of production that each of the following resources relate to: **4mks**

No.	Resource	Factor of production
(a)	Manager	
(b)	Vehicle	
(c)	Owner	
(d)	Water	

15. Rose bought goods from Ali traders on credit. Outline four means of payments she can use to clear her debt. **4mks**

16. State four reasons why consumers have to make a choice between competing needs. 4mks

17. State four reasons why Kalekye should run a sole proprietorship form of a business rather than a partnership firm. **4mks**

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18.For each of the following statements, state the appropriate term used. **4mks**

(a) Obtaining nature resources from the nature setting.

(b) Process of changing raw materials into finished goods buy combining different components.

(c) Mental/physical effort applied in production.

(d) Building of structures such as premises/buildings.

19. Name the business document to which each of the following description relate. **4mks**

No.	Description	Document used
(a)	Issued by a seller to buyer as payment for good/service in cash	
(b)	Used to correct an overcharge	
(c)	Used to inform the buyer that the goods ordered have been dispatched	
(d)	Document sent by the buyer to find out whether the seller stocks certain specified goods.	

20. Outline four gaps in society that may give rise to a business opportunity. **4mks**

21. Name the office machine used to perform the following functions. **4mks**

	Function	Machine
(a)	To fold document, place them in the envelope and seal.	
(b)	Used to transmit printed messages such as letters, maps diagrams and photographs	
(c)	Reproducing documents from a master copy (stencil)	
(d)	Printing postage impressions on the envelopes	

22. State four features of a departmental store. **4mks**

23. State four reasons why business exist in the society. **4mks**

24. List four types of partners in a partnership **4mks**

25.Identity the rewards of the following factors of production.

FACTORS **REWARD**

(a) Limestone

(b) Doctor

(c) Tractor

(d) Landlord (**4mks)**

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BUSINESS STUDIES QUESTION PAPER NO: 02

1. State the term given to each of the following statements. **(4mks)**
2. Give four sources of business ideas. **(4mks)**
3. Under what circumstances would cash with order (c.w.o) be appropriate in a business. **(4mks)**
4. Outline four principles of cooperatives **(4mks)**
5. Give four sources of capital for a limited liability company **(4mks)**
6. State four advantages of partnerships over sole proprietorship. **(4mks)**
7. Outline four measures taken by an office business to safeguard an organization property. **(4mks)**
8. Outline four advantages of an enclosed office layout. **(4mks)**
9. State four factors of production giving a reward for each. **(4mks)**
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)**
12. Outline four features of a supermarket **(4mks)**
13. Outline four reasons why choice is important in satisfaction of human wants. **(4mks)**

SECTION B.

14.a. Explain three roles of an entrepreneur to an economy. **(6mks)**
b. Identify four characteristics of economic resorces **(4mks)**
15.a. 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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BUSINESS STUDIES QUESTION PAPER NO: 03

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

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

3. State four features of a bill of exchange **(4mks)**

4. Highlight five features of an effective warehouse **(5mks)**

5. State five problem of using rail as a transport means **(5mks)**

6. State four types of advertising **(4mks)**

7. Outline four elements of transport. **(4mks)**

8. State four securities traded at the Nairobi stock exchange **(4mks)**

9. State four activities found in primary level of production **(4mks)**

10. State four circumstances under which a cheque is appropriate as a means of payment **(4mks)**

11. Highlight six factors a trader would consider when choosing a means of communication **(6mks)**

12. State four characteristics of mail order stores **(4mks)**

13. Highlight four disadvantages of operating a closed office layout **(4mks)**

14. Highlight four unethical issues on product promotion **(4mks)**

15. State three factors of production **(3mks)**

16. State four advantages of written communication **(4mks)**

17. State three characteristics of an entrepreneur **(3mks)**

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

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

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

(c) Movement of goods from producer to consumer –

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

(i) Competitive environment –

(ii) Legal-political environment –

(iii) Business structure –

(iv) Business culture –

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

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

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

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

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

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

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

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

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

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)**

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

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

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

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

Item	Renewable	Non-renewable
Wood Solar energy Gravel Natural gas		

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BUSINESS STUDIES QUESTION PAPER NO: 05

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

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

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)**

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

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

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

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

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

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

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

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

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

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

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

16. Identify **Four** elements of effective communications. **(4mks)**

17. Identify **Four** common means of verbal communication. **(4mks)**

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BUSINESS STUDIES QUESTION PAPER NO: 06

1. Briefly define the following forms of utilities: **(3 Mks)**
   - **i.** Form utility.
   - **ii.** Possession utility
   - **iii.** Place utility.

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

3. List four challenges faced by people as they seek to satisty their wants **(4 mks)**

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

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 mks)**

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

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

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

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

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)**

11. There are various equipments used in offices, state the function of each of the following equipment in the office; **(4 Mks)**
   - **i.** Shreding machine
   - **ii.** Composite machine
   - **iii.** Dublicating machine
   - **iv.** Franking machine

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)**

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

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

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 mks)**

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

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

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. **(5mks)**

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

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. **(4mks)**

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

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

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

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

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BUSINESS STUDIES QUESTION PAPER NO: 07

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

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)**

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

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

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

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

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

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

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

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

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)**

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

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

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

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

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

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

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

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

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 match 2013 and settled his debts on 8th of the same month. Find how much he paid. **(4mks)**

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

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

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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: 09

1. For each of the following goods, identify the appropriate class that they belong to**.** **(2mks)**

Goods	Classification
Road	
Sisal	
Bread	
Tractor	

2. Outline ***four*** ways in which the legal political environment can influence the activities of a business. **(4mks)**

3. Outline ***four*** characteristics of landscape office layout. **(4mks)**

4. Differentiate between a tied shop and a single shop. **(4mks)**

5. Highlight ***four*** duties of consumer associations towards consumer protection**.** **(4mks)**

6. Highlight ***four*** circumstances under which railway transport may be appropriate as a means of transport. **(4mks)**

7. Outline ***four*** circumstances under which communication would become ineffective. **(4mks)**

8. Mention ***four*** benefits of warehousing to the consumers. **(4 mks)**

9. Mr. Ndumia insured his lorry whose value was shs.1,000,000 for shillings 600,000 against the risk of fire outbreak. While on transit, there was a mechanical problem and the lorry caught fire and was burnt causing a loss of shs.500,000. Calculate the compensation amount and give a reason for that. **(4 mks)**

10. For each of the following descriptions, identify the corresponding method of product promotion. **(4 mks)**

DESCRIPTION	METHOD OF PROMOTION
Free promotion of a product	
Strategies to increase sales at the point of promotion.	
Impersonal presentation of a product through the mass media	
Ment to improve the reputation of a firm	

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

12. Outline **four** difficulties that would be faced by an individual in the satisfaction of human Wants **(4mks)**

13. State **four** circumstances under which it may be appropriate to use personal selling as a form of product promotion **(4mks)**

14. State **four** functions of commercial attaches **(4mks)**

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

16. State **four** reasons why short message service (SMS) is replacing letters as a way of communication **(4mks)**

17. State **four** circumstances under which a clerk may be employed to work in organization **(4mks)**

18. Give **four** benefits that are likely to result form a modern railway network in the country **(4mks)**

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1. Resources are categorized broadly into economic and free resources. Identify any three free resources. **(3mks)**

2. Give four reasons why it is difficult to satisfy human wants **(4mks)**

3. State four methods of government involvement in business activities. **(4mks)**

4. Highlight four circumstances under which a trader may choose to transport his/her goods using containers **(4mks)**

5. State the types of advertisement described below**:** **(4mks)**

a) It is meant to promote the name of the business enterprise---

b) Aim at giving general information to the customers about the availability of a certain products

c) Using famous persons in the advertisement campaign---

d) Aims at promoting the sales of a particular brand of a product---

6. Distinguish between the following types of warehouses**.** **(4mks)**

Public warehouses Private warehouses

7. Highlight four causes of breakdown in communication **(4mks)**

8. Identify four types of large scale retailers. **(4mks)**

9. Commerce is the study of trade and aids to trade. List four aids to trade. **(4mks)**

10. State four factors that are considered in determining premiums to charged. **(4mks)**

11. Identify the terms given to each of the following statements**.** **(4mks)**

Statements	Terms
Transport goods from producers	
Activities carried out with a view of making profit	
A person who uses a good or a service	
Increasing the usefulness of a good or a service	

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12. Extraction involves obtaining goods from their natural settings. Indicate four activities under extraction. **(4mks)**

13. Highlight four disadvantages of enclosed office layout. **(4mks)**

14. In the spaces provided below, indicate with a tick whether each of the following statements related to preferences or ordinary shares. **(4mks)**

Statement	Preference shares	Ordinary shares
a)Represent ownership		
b)Rate of divided is fixed		
c)Has voting rights		
d)considered first in liquidation		

15. Mr. Keboi sold goods on credit to Mrs. Chebe worth sh. 10,000.She was allowed a trade discount of 10%.The cash discount was quoted as follows:

-10% if she paid within two weeks

-5% if she paid after two weeks

If she paid during the 3rd week calculate the amount of money she paid. **(4mks)**

16. Mr. Njoroge was paid his debt by use of a cheque of which he deposited it in the bank. After three days the cheque was dishonoured.Give four reasons that made this cheque to be dishonoured. **(4mks)**

17. Classify the following business environments as either internal or external. **(4mks**

Business culture	
Demography	
Politics	
Shareholder's resolutions	

18. Give three examples of small scale retailers without shops. **(3mks)**

SECTION B(Answer any three questions in this section)

19. Explain **five** factors to consider when selecting an office equipment. **(10mks)**

20. Explain **five** essentials of a warehouse. **(10mks)**

21. Savings and credit cooperatives have been registering an increasing number of members. Explain **five** reasons for such a development **(10mks)**

22. Describe any five roles of stock exchange market in an economy. **(10mks).**

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