

1. Outline four advantages of sole proprietorship form of business. (4mks)

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2. Describe the following factors that make up the external business environment. (4mks)

i. Economic factors

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ii. Demographic factors

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iii. Socio-cultural factors

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iv. Technological factors

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3. Highlight four services offered by retailers to consumers. (4mks)

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4. Mention four benefits of office machines to an organization. (4mks)

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5. State four roles of an entrepreneur in production. (4mks)

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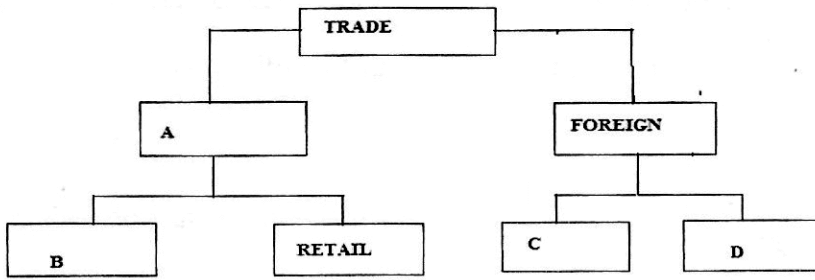
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6. Fill the blanks marked A, B, C and D

(4mks)



ii. B

iii. C

iv. D

7. Give the provisions of the partnership act of 1963 regarding:

(4mks)

i. Profits and losses:

ii. Admission of new partner:

iii. Salary to any partner

iv. Contribution of capital

8. Outline four trends in office management.

(4mks)

9. Give four roles played by the stock exchange market in Kenya.

(4mks)

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10. State four benefits of hire purchase selling to a trader. (4mks)

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11. Outline four roles of ethics in business operation. (4mks)

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12. Outline four ways by which an institution can improve the performance of its workers. (4mks)

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13. List any four documents used in home trade that originates from the seller.

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14. Outline four characteristics of services. (4mks)

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15. List four disciplines that form business studies. (4mks)

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16. Outline four features of cooperative societies. (4mks)

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17. State four circumstances under which a proforma invoice may be used. (4mks)

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18. Outline four reasons why choices are important in the satisfaction of human wants. (4mks)

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19. Give four functions of an office in an organization. (4mks)

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20. Give four reasons why a consumer may prefer buying from a super market. (4mks)

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21. Give four characteristics of indirect production. (4mks)

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22. State four ways in which natural resources may be of benefit to a country.

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23. Outline four types of business activities. (4mks)

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24. List four factors that constitute the internal environment of a business. (4mks)

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25. Outline four disadvantages of public corporations.

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