

Name:..... Adm no:
Class:.....
Stream:

565/1
BUSINESS STUDIES
PAPER 1
JUNE 2018
TIME: 1 HOUR

MARANDA HIGH SCHOOL

Kenya Certificate of secondary Education (KCSE)

565/1
Business Studies
Paper 1
FORM ONE

INSTRUCTIONS TO CANDIDATES

- (a) Write your **name, Adm number, class and stream** in the spaces provided above.
- (b) Answer **all** questions provided.
- (c) All answers must be written in the spaces provided

FOR EXAMINERS USE ONLY

TOTAL
MARKS

1. Outline **four** benefit of setting up a business to the community (4 Marks)

- (i) _____
- (ii) _____
- (iii) _____
- (iv) _____

2. Classify each of the following resources as either **Renewable** or **Non-renewable**

(4 Marks)

	Resources	Classification
a)	Coal	
b)	Silk	
c)	Natural gas	
d)	Soda ash	

3. Briefly explain how the following utilities are created (4 Marks)

(a) Form Utility

(b) Time Utility

(c) Place Utility

(d) Possession Utility

4. State **four** factors that affect the supply of labour

(4 Marks)

(i) _____

(ii) _____

(iii) _____

(iv) _____

5. Outline **four** benefits of using the computer in an office

(4 Marks)

(i) _____

(ii) _____

(iii) _____

(iv) _____

6. Give **four** roles of filing in an office

(4 Marks)

(i) _____

(ii) _____

(iii) _____

(iv) _____

7. Outline **four** advantages of landscape office layout (4 Marks)

- (i) _____
- (ii) _____
- (iii) _____
- (iv) _____

8. In the space provided name the office equipment used to perform each of the following tasks (4 Marks)

Functions	Office equipment
For trimming documents into required shapes	
Printing stamp impression on envelopes	
Recording, processing, sorting & retrieving information	
Used for preparing cash receipts	

9. Highlight **four** functions of that a general manager perform in an office (4 Marks)

- (i) _____
- (ii) _____
- (iii) _____
- (iv) _____

10. Name **four** personal attribute that affect performance of an office staff (4 Marks)

- (i) _____
- (ii) _____
- (iii) _____
- (iv) _____