**NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADM NO \_\_\_\_\_\_\_**

**BUSINESS STUDIES**

**565**

**DECEMBER 2021**

**TIME: 2 HOURS**

**FORM ONE**

**INSTRUCTIONS**

1. Attempt all questions
2. State four components of business studies. (4 marks)



7. Highlight four types of small scale retailers with shops. (4 marks)



12. Outline four sources of business ideas. (4 marks)



17. State four reasons why effective filing system is important in an office. (4 marks)



22. For each of the following activities indicate in the spaces provided whether the production is direct or indirect. (4 marks)

|  |  |  |
| --- | --- | --- |
|  | Production activity | Type of production |
|  | Preparing own food. |  |
|  | Supplying bread in an area. |  |
|  | Providing photocopy services. |  |
|  | Growing cabbages for family use. |  |

1. Name four external environment factors. (4 marks)



6. State four characteristics of a successful entrepreneur. (4 marks)



11. Outline four measures a business can put in place to safeguard office property. (4 marks)



16. Highlight four benefits that a country gets by encouraging trade among her citizens. (4 marks)



21. Give four benefits a business person enjoys because of preparing a business plan. (4 marks)



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

|  |  |  |
| --- | --- | --- |
|  | Function | Equipment |
|  | Printing stamp impressions on envelopes. |  |
|  | Cutting papers into required sizes. |  |
|  | Pinning papers together. |  |
|  | Recording, processing, sorting and retrieving information. |  |

1. Identify the type of utility created by each of the following activities. (4 marks)

|  |  |  |
| --- | --- | --- |
|  | Activity | Type of utility |
|  | Roasting maize. |  |
|  | Delivering bread to school in the morning. |  |
|  | Importing vehicles from Germany. |  |
|  | Keeping excess beans harvest in the store until next season. |  |

1. Mention four factors that may lead to the success of a business. (4 marks)



6. State whether each of the following activities would satisfy basic or secondary wants. (4 marks)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Activities | Basic | Secondary |
|  | Buying clothes for the family. |  |  |
|  | Transporting milk. |  |  |
|  | Providing food for school children. |  |  |
|  | Entertaining the president. |  |  |

1. Fill the relevant branches of trade in the diagram given below. (6 marks)

Trade

(c)

(e)

(f)

(d)

(a)

(b)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. State whether each of the following resources is renewable or non renewable. (4 marks)
8. Hydroelectric power –
9. Coal –
10. Rubber –
11. Iron –
12. Outline four features of indirect production. (4 marks)



17. Outline the circumstances under which each of the following characteristics of human wants may be observed. (4 marks)
18. Complementary wants. (2 marks)
19. Wants become habitual. (2 marks)
20. Indicate the reward associated with each of the factors of production in the table below. (4 marks)

|  |  |  |
| --- | --- | --- |
|  | Factor of production | Reward |
|  | Land |  |
|  | Labour |  |
|  | Capital |  |
|  | Entrepreneurship |  |

1. State four functions of an office. (4 marks)



6. Highlight four characteristics of economic resources. (4 marks)



11. State four reasons why land is considered a prime factor of production. (4 marks)



16. Highlight five differences between goods and services. (10 marks)

|  |  |  |
| --- | --- | --- |
|  | Goods | Services |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |