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565
BUSINESS STUDIES
OCTOBER 2016
TIME: 2 HRS

EXAMINATION
Kenya Certificate of Secondary Education (KCSE)

BUSINESS STUDIES

October 2016
Time: 2 hours

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1. Outline four roles of business studies to a student. (4 marks)

- a)
- b)
- c)
- d)

2. The following factors relate to business and its environment. State whether they are internal or external. (4 marks)

Factor	Internal/External
a) Management	
b) Financial resources	
c) Consumers incomes	
d) Changes in tax rates	

3. The following are descriptions of characteristic of human wants. State the characteristic best described by each. (4 marks)

- a) Wants are common to all human beings
- b) Satisfaction of one human want may create a need for a second want derived from the first
- c) A particular want will demand to be satisfied over and over again
- d) Some wants are felt more than others and cannot be postponed while those that are less intense can be satisfied later

4. Highlight four differences between goods and services. (4 marks)

GOODS	SERVICES
a)	
b)	
c)	
d)	

5. Highlight four importance of natural resources to a county. (4 marks)

- a)
- b)
- c)
- d)

6. Highlight four ways in which the utility of goods can be increased. (4 marks)

- a)
- b)
- c)
- d)

7. The following are production activities, state the level in which they are found. (4 marks)

- a) Hair dressing
- b) Furniture making
- c) Maize growing
- d) Hunting

8. Outline four disadvantages of direct production. (4 marks)

- a)
- b)
- c)
- d)

9. Highlight four benefits of division of labour and specialisation to a business. (4 marks)

- a)
- b)
- c)
- d)

10. Highlight four roles of entrepreneurship to a country. (4 marks)

- a)
- b)
- c)
- d)

11. List four characteristics of an successful entrepreneur. (4 marks)

- a)
- b)
- c)
- d)

12. Identify four gaps in which an entrepreneur can identify a business opportunity. (4 marks)

- a)
- b)
- c)
- d)

13. Outline four components of a business plan. (4 marks)

- a)
- b)
- c)
- d)

14. Outline four factors that may discourage entrepreneurial activities. (4 marks)

- a)
- b)
- c)
- d)

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15. Outline four ethical practices expected of a business.

(4 marks)

- a)
- b)
- c)
- d)

16. Highlight four roles of an office in a business.

(4 marks)

- a)
- b)
- c)
- d)

17. Outline four disadvantages of enclosed/partitioned office layout.

(4 marks)

- a)
- b)
- c)
- d)

18. Omari a businessman based in Mombasa wants to put up an office. Advice him on four factors that he should consider in choosing the office layout to adopt.

(4 marks)

- a)
- b)
- c)
- d)

19. The following descriptions relate to the functions of office machines. Name the appropriate machine described.

(4 marks)

- a) For sending and receiving pre-printed information over telephone lines
- b) For destroying unwanted documents
- c) For pinning documents together
- d) For printing postage impression on envelopes

20. Outline essential qualities required of an office worker.

(4 marks)

- a)
- b)
- c)
- d)

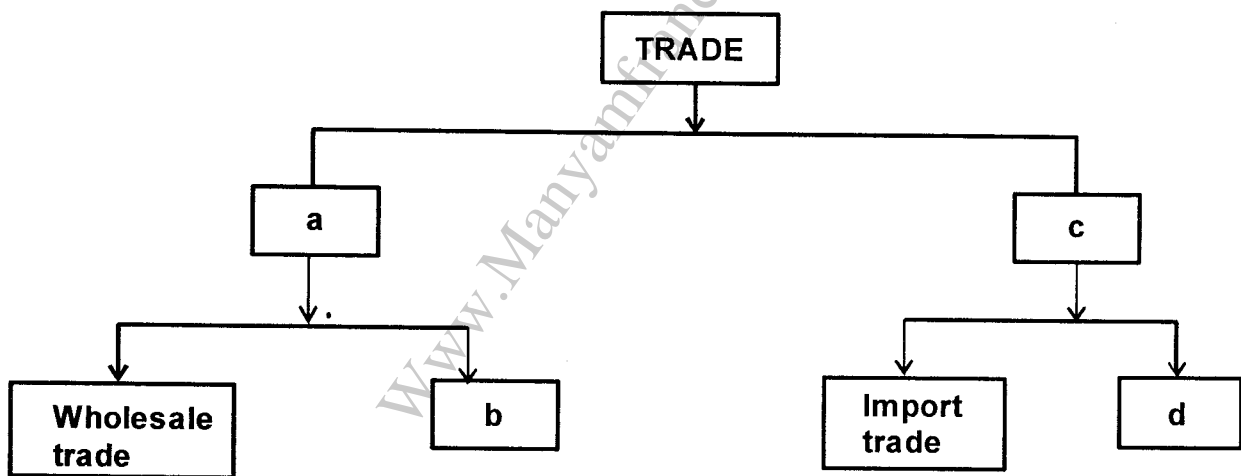
21. Identify four current trends in office management in Kenya.

(4 marks)

- a)
- b)
- c)
- d)

22. The following diagram presents the division on trade. Complete the diagram.

(4 marks)



23. Outline four importance of trade to a country.

(4 marks)

- a)
- b)
- c)
- d)

24. List four types of retailers with shops.

(4 marks)

- a)
- b)
- c)
- d)

25. Identify four classes of business activities found in a society.

(4 marks)

- a)
- b)
- c)
- d)

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