

**GATITU GIRLS SECONDARY SCHOOL BOX 327-01030 GATUNDU
BUSINESS STUDIES FORM TWO MID-TERM EXAM 2015 TERM3**

NAME.....**ADM**.....**CLASS**.....

1. Highlight **four** reasons why people engage in Business activities. (4 mks)

- i-----
- ii-----
- iii-----
- iv-----

2. Outline **four** types of resources that are important in Business. (4mks)

- i-----
- ii-----
- iii-----
- iv-----

3. State **four** functions of an entrepreneur in the production of goods and services. (4mks)

- i-----
- ii-----
- iii-----
- iv-----

4. Identify the machine used to perform the following tasks.

Statements	The machine
a) To count coins and notes	
b) To trim paper into required sizes and shapes	
c) To fold documents, place them in envelope and seal the envelope	
d) To print postage impression on envelopes	

(4mks)

5. Outline **four** differences between chain stores and departmental stores. (4mks)

- i-----
- ii-----
- iii-----

iv _____
6. State **four** characteristics of a supermarket. (4mks)
i _____

ii _____

iii _____

iv _____

7. Outline **four** characteristics of a good filing system (4mks)

i _____

ii _____

iii _____

iv _____

8. Highlight **four** methods that Government uses to protect consumers. (4mks)

i _____

ii _____

iii _____

iv _____

10. State **four** factors that a manager should bear in mind to ensure that he/she effectively communicates with the employees. (4mks)

i _____

ii _____

iii _____

iv _____

11. State the meaning of the following principles of insurance. (4mks)

a) **Subrogation** _____

b) **Contribution** _____

c) **Insurable interest** _____

d) **Indemnity** _____

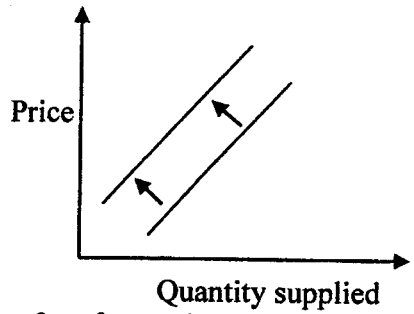
12. Highlight **four** characteristics of bonded warehouse. (4mks)

i _____

ii _____

- iii-----
- iv-----

13.



State four factors that may have caused the change shown in the diagram above.

- i-----
- ii-----
- iii-----
- iv-----

14. Highlight four causes of poor performance in business (4mks)

- i-----
- ii-----
- iii-----
- iv-----

15. Outline four circumstances under which a cheque might be dishoured (4mks)

- i-----
- ii-----
- iii-----
- iv-----

16. Highlight four advantages of using written message (4mks)

- i-----
- ii-----
- iii-----
- iv-----

17. State four characteristics of services (4mks)

- i _____
- ii _____
- iii _____
- iv _____

18. Highlight **four** principles of co-operatives (4mks)

- i _____
- ii _____
- iii _____
- iv _____

19. Highlight **four** uses of a pro-forma invoice. (4mks)

- i _____
- ii _____
- iii _____
- iv _____

20. State **four** factors that affect the productivity of an office worker. (4mks)

- i _____
- ii _____
- iii _____
- iv _____