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– **BUSINESS STUDIES** – Paper 1



Apr. 2021 – 2 hours

Name Index Number

Candidate's Signature Date

Instructions to candidates

- (a) Write your name and index number in the spaces provided above.
- (b) Sign and write the date of examination in the spaces provided above.
- (c) Answer **all** the questions in the spaces provided in the question paper.
- (d) Non-programmable silent electronic calculators may be used.
- (e) **This paper consists of 12 printed pages.**
- (f) **Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.**
- (g) **Candidates should answer the questions in English.**

For Examiner's Use Only

Question	1	2	3	4	5	6	7	8	9	10	11	12	13
Score													

Question	14	15	16	17	18	19	20	21	22	23	24	25
Score												

**TOTAL
SCORE**



1. List **four** external environmental factors that may influence the operations of a business. (4 marks)

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

2. State **four** characteristics of direct production. (4 marks)

- (a)
.....
- (b)
.....
- (c)
.....
- (d)
.....

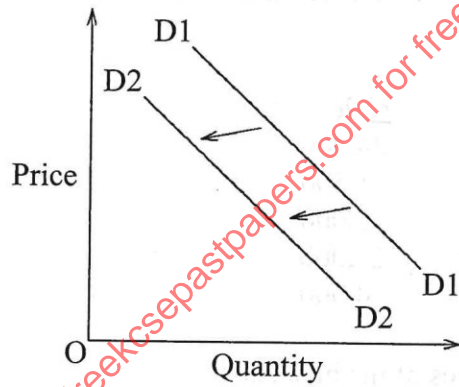
3. Name the document described in each of the following statements: (4 marks)

- (a) Used to demand for payment before goods are delivered.
.....
- (b) Used as a reply to a specific letter of inquiry.
.....
- (c) Informs the buyer that goods ordered for have been dispatched.
.....
- (d) Used to correct an overcharge.
.....

4. Highlight **four** reasons for government involvement in business. (4 marks)

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

5. State **four** factors that may lead to a shift in demand as shown in the diagram below. (4 marks)



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

14. Outline **four** reasons that would make an entrepreneur prepare a business plan. (4 marks)

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

15. Identify the office equipment described in each of the statements below: (4 marks)

	Description	Equipment
(a)	Used to make postage stamp impressions on envelopes	
(b)	Used to transmit verbal messages	
(c)	Used to store confidential documents and valuable items	
(d)	Used to record and store information in audio tapes	

16. State **four** sources of government revenue. (4 marks)

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



17. Outline **four** measures which may be taken by a government to address the problem of underdevelopment. (4 marks)

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

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18. Highlight **four** benefits of personal selling to a trader. (4 marks)

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

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19. Outline **four** channels that may be used for distributing imported goods. (4 marks)

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

20. State **four** merits of a bonded warehouse to the government. (4 marks)

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

21. Identify the source documents from which the information posted in the following journals would be extracted: (4 marks)

	Journal	Source Document
(a)	Sales Returns Journal	
(b)	Purchases Journal	
(c)	Cash Receipts Journal	
(d)	Sales Journal	

22. State **four** ways through which leakages of national income may happen in a four-sector economy. (4 marks)

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

23. State **four** benefits of using computers in an office. (4 marks)

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

24. Identify the factor of production that relates to each of the following resources: (4 marks)

	Resource	Factor of Production
(a)	Supervision	
(b)	Tractor	
(c)	Trees	
(d)	Owner	

25. List **four** sources of business ideas.

(4 marks)

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

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