**GITHUMU BOYS HIGH SCHOOL**

**Business Studies form 1**

**December Holiday Assignment-2024**

1.Give four sources of business ideas.(4mks)

2.Under what circumstances would cash with order (c.w.o) be appropriate in a business.(4mks)

3.Outline four principles of cooperatives (4mks)

4.Give four sources of capital for a limited liability company (4mks)

5.State four advantages of partnerships over sole proprietorship.(4mks)

6.Outline four measures taken by an office business to safeguard an organization property.(4mks)

7.Outline four advantages of an enclosed office layout.(4mks)

8.State four factors of production giving a reward for each.(4mks)

9.Identify the macro-environmental factors affecting business operations as described by the following.

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| Statement | Factor |
| 1. .Law and policies that regulate business activities.
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| 1. Affects buyer’s ability to buy commodities offered by a business.
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| 1. Firms selling similar products trying to outdo each other.
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| 1. Dictates how people live and what products they consume.
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10.Give four reasons why office documents should be filed.(4mks)

11.Outline four features of a supermarket (4mks)

12.Outline four reasons why choice is important in satisfaction of human wants.(4mks)

13.Explain three roles of an entrepreneur to an economy .(6mks)14.Identify four characteristics of economic resources (4mks)

14.A form four School leaver intends to start a business. Outline three ways in which knowledge of business studies will benefit him.(6mks)

15Describe various ways how businessmen/entrepreneurs can ensure that they observe business ethics. (10mks)

16.Explain the meaning of an office as used in business studies (2mks)

16.Highlight any five functions of a business office. (5mks)

17.List any four methods that are used to reproduce documents in an office. (4mks)

18.Highlight any five reasons as to why documents should be filed in an office. (5mks)

19.Give three types of office layout. (3mks)

20. Name five documents used in home trade (5mks)

21. Give four advantages of paying for good by cheque rather than cash (4mks)

c) Outline four disadvantages of higher purchase to a customer. (4mks)

d) Give the meaning of the following terms as used in payment;

i) Cash with order (2mks)

ii) Cash on delivery (2mks)

21.Highlight four activities that may be carried out in a stock exchange market. (4 marks)

22.Outline four circumstances under which a co-operative society may be dissolved. (4 marks)

22.Outline four methods that the government of Kenya uses to regulate business activities. (4 marks)

23.State four external factors that may negatively influence the operations of a business. (4 marks)

24.Highlight four benefits of a business plan to an entrepreneur. (4 marks)

25.State four ways in which a good filing system may facilitate the operations of an office. (4 marks)

***EXTRAS***

1. Give **four** characteristics of human wants. (4mks)
2. Outline **four** types of utility. (4mks)
3. Highlight **four** functions of an office. (4mks)
4. Outline **four** characteristics of land as a factor of production. (4mks)
5. Give **four** sources of business ideas. (4mks)
6. Identify **four** market gaps. (4mks)
7. Give **four** advantages of an open office layout. (4mks)
8. Outline **four** characteristics of itinerant traders. (4mks)
9. Highlight **four** importance of entrepreneurship to the Kenyan economy. (4mks)
10. Outline **four** services rendered by retailers to consumers. (4mks)
11. Give **four** characteristics of services. (4mks)
12. Outline **four** characteristics of an entrepreneur. (4mks)
13. Give **three** examples of basic wants. (3mks)
14. Highlight **four** characteristics of a good filing system. (4mks)
15. Give **four** documents used in home trade. (4mks)
16. Explain **four** factors that should be considered when selecting office equipment. (8mks)