**FORM TWO**

**EXAM 2021**

**BUSINESS STUDIES.**

1. Highlight four importance of trade (4mks)
2. **People acquire what they do not produce.**
3. **Avails variety of goods and services**
4. **Creates employment**
5. **Encourages specialization and division of labour**
6. **Promotes social relations.**
7. Outline four characteristics of human wants . ( 4mks)
8. **They are unlimited**
9. **They are competitive**
10. **Some are universal**
11. **They are complementary**
12. Identify four market gaps. (4mks)
13. **Poor services**
14. **Insufficient quantities**
15. **Unaffordable prices**
16. **Unavailability of products**
17. Outline four importance of studying business studies (4mks)
18. **Enables one to appreciate the role of business in society**
19. **Enables one to develop positive attitudes towards work.**
20. **Enables one to understand the role of government in business**
21. **It provides foundation for further studies in business**
22. List down characteristics of itinerant traders (4mks)
23. **Very persuasive**
24. **Prices are not fixed**
25. **Move from one place to another**
26. **Mostly found in urban centers**
27. Outline four factors of production (4mks)
28. **Land**
29. **Labour**
30. **Capital**
31. **Entrepreneurship**
32. Give four documents used in home trade (4mks)
33. **Invoice**
34. **Receipt**
35. **Credit note**
36. **Advice note**
37. List down four types of wholesalers
38. **General line wholesalers**
39. **General merchandise wholesalers**
40. **Specialized wholesalers**
41. **Mobile wholesalers**
42. Outline four functions of an office. (4mks)
43. **Communication.**
44. **Reproduction of documents**
45. **Filling**
46. **Mailing**
47. Give two types of trade (2mks)
48. **home trade**
49. **foreign trade**
50. Give four services retailers offer to consumers (1mk)
51. **Breaking the bulk**
52. **Credit facilities**
53. **Variety of goods**
54. **Advice.**
55. Highlight four importance of entrepreneurship (4mks)
56. **Creation of employment**
57. **Saving on imports**
58. **Formation of capital**
59. **Reducing rural – urban migration.**
60. Outline four roles of filling in an office (4mks)
61. **keeps the office neat and tidy**
62. **quick reference of information**
63. **keeps document neat and tidy**
64. **keeps documents off from unauthorized persons**
65. **important aid in memory**
66. give two examples of basic wants . ( 2mk)
67. **clothes**
68. **food**
69. **shelter**