

1. Types of business activities

- a) Extraction
 - b) Processing of raw materials
 - c) Manufacturing
 - d) Construction
 - e) Distribution of goods
 - f) Trade
 - g) Provision of service
- Any 4x1=4mks**

2. Features of human wants

- a) Are unlimited endless
 - b) Are dynamics
 - c) Are habitual
 - d) Require resources to be satisfied
 - e) Some are universal
 - f) Are competitive
 - g) Vary in intensity /urgency
 - h) Some are complementary
 - i) Are insatiable
 - j) Recurrent/repetitive
- Any 4x1=4mks**

3. Features of indirect production

- a) Goods produced are for sale
 - b) Goods are produced in large in large quantity /surplus
 - c) There is specialization in production /division of labour
 - d) High quality goods are produced
 - e) Modern technology is extensively used /use machines
 - f) Promote interdependence between buyers and sellers
- Any 4x1=4mks**

4. Contribution of entrepreneurs to the growth of the economy

- a) They create employment by establishing businesses
- b) They make use of locally available resources which would have been idle
- c) Improve the citizen standards of living by offering a source of income
- d) Their venture becomes a training ground for local labour which then becomes skilled
- e) They save the country foreign exchange which would been spent on imports
- f) Promote technological advancement through their activity
- g) Promote entrepreneurial culture by being eye opener an other people who start their own business
- h) Promote accumulation of profits by ploughing back their profit formation of capital
- i) Promotes development of infrastructure
- j) Reduce rural –urban migration
- k) Reduce foreign dominance of the economy
- l) Its a source government **Any 4x1=4mks**

5. Benefits of using a computer in office

- a) Facilitates easy communication
- b) Efficient in preparation and reproduction of documents/saves time
- c) Reduce paper work
- d) Are capable of storing huge volume of information
- e) Facilitates easy access to information /easy retrieval of information
- f) Facilities commerce
- g) Its output is presentable /neat
- h) Enhance security of the documents/information
- i) Its labour saving

Any 4x1=4mks

6. Features of chain stores

- a) Have branches in different parts of the country
- b) Purchases are centralized
- c) Have standardized prices in all their branches
- d) Having similar outward appearance in all the branches
- e) Slow moving goods can be transferred to another branch where their demand is high
- f) A customer can pay for goods in one branch and collect them in another branch
- g) Sell similar goods in all the branches
- h) Sales are decentralized
- i) Usually located in town centre /C.B.D

Any 4x1=4mks

7. The memorandum of association clauses specified in

- a) Name clause
- b) Objects clause
- c) Situation clause
- d) Capital clause
- e) Declaration clause
- f) Liability clause

Any 4x1=4mks

8. Reasons that may it necessary for the government to train business people

- a) To improve their skills in managing businesses
- b) To educate them on modern trends of business operation
- c) To expose them to possible solutions/problems affecting them
- d) To impart proper business ethics
- e) To educate them an efficient use of available resources
- f) To inform them an available profitable business opportunities
- g) To sensitize them on government incentives such as SME loans
- h) To educate them about government policies

Any 4x1=4mks

9. Factors considered when choosing a means of transporting cash

- a) Cost /affordability of the means
- b) Reliability of the means

- c) Safety of the means
- d) Speed of the means /urgency /fastness
- e) Availability of the means
- f) Distance to be covered
- g) Security of the means

Any 4x1=4mks

10. Mailing services that may facilitate communication

- a) Ordinary mail
- b) Speed post
- c) Email
- d) Express mail
- e) Post restante
- f) Courier services
- g) Registered mail
- h) Business reply services

Any 4x1=4mks

11. Ways in which a warehouse is important to a manufacturer

- a) Goods can be produced in advance to meet the customer's demand.
- b) Production can be continuous if need arises
- c) Can offer steady supply of seasonal goods
- d) Goods can be protected from physical damage
- e) Manufacturers can store raw materials for production
- f) Goods are protected from pilferage
- g) Goods can be prepared for sale
- h) Some goods improve in quality while in the warehouse

Any 4x1=4mks

12. Appropriate insurance term

- a) Sum insured
- b) Insured
- c) Insurer
- d) Risk/peril/contigent/hazard

Any 4 x 1 =4mks

13. Benefits of using personal selling to promote sales of a particular product

- a) Its gives a personal touch which elicits positive response from potential clients
- b) Can be used to target a specific group of customer
- c) Its flexible since the message can be tailored to melt the needs of each client
- d) Allow for demonstration on product usage
- e) Source of immediate feedback from the buyer
- f) The buyers question /concern are immediately addressed
- g) Leads to move sales since customers can be convinced by persuasive sales people
- h) Facilitates collection of data

Any 4x1=4mks

14. Factors that may lead to a negative shift in demand

- a) Decrease in consumers income
- b) Unfavourable government policies eg high tax
- c) Decrease in population
- d) Future expectation that prices will decline
- e) Unfavourable /off peak season for a particular product
- f) Negative taste and preference of a particular product
- g) Availability of better substitutes
- h) Reduced prices of substitute goods
- i) Increase in price for complimentary goods
- j) Unfavorable terms of sales

Any 4x1=4mks

15. Factors that may influence a firms' decision on the type of goods to produce

- a) Level of technology available
- b) Level of competition
- c) Financial capability
- d) Profitability of the product/returns
- e) Cost of production
- f) Availability of market /demand
- g) Government policy
- h) Availability of relent factors of production

Any 4x1=4mks