



DECEMBER HOLIDAY ASSIGNMENT
2024
FORM 3

WEEK 1

1. State four characteristics of basic human wants (4mks)
2. Commerce is the study of trade and aids to trade highlight four aids to trade. (4mks)

.....The following are factors that influence a business tick appropriately. (4mks)

Factor	Internal environment	External environment
a) Business technology		
b) Financial		
c) Demographics		
d) Legal political		

3. Outline four factors that one should consider when selecting office equipment. (4mks)
4. Outline four advantages that a business may get from division of labour.
5. Highlight four characteristics of capital as a factor of production. (4mks)
6. Outline four ways of creating utilities. (4mks)
7. As a business student, advise your parents on three things they can do to encourage your house girl to work harder. (3mks)
9. Outline four shortcomings of direct production. (4mks)
10. Outline four source of business ideas. (4mks)

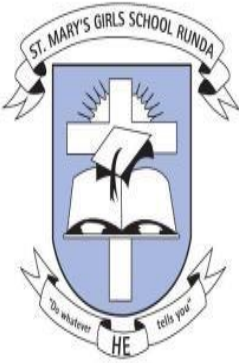
WEEK 2

11. State four roles played by ethics in business. (4mks)
12. Classify the following office staff as managerial, junior or subordinate staff. (4mks)

Staff	Category
Office Managers	
Drivers	
Company Secretary	

- 13. Highlight four trends in office. (4mks)
- 14. Highlight **four** features of a good filing system. (4 marks)
- 15. State four factors that influence entrepreneurial practices. (4mks)
- 16. Highlight four advantages of itinerant traders. (4mks)
- 17. State three differences between open office layout and enclosed office layout. (3mks)
- 18. Outline four services offered by wholesalers to producers. (4mks)

WEEK 3



FORM 3
BUSINESS STUDIES

a) All answers should be written in the spaces provided in this booklet.

- 1. Highlight characteristics of itinerant traders . (4mks)
- 2. State four factors of external business environment. (4mks)
- 3. Classify each of the following as either generic or enterprise competition. (4mks)
 - a) A coffee seller competition with tea seller.
.....
 - b) Kenya literature Bureau competing with Longhorn Publishers in bookselling
.....
 - c) Boys of Sunshine School competing with girls from Kenya High School in academic excellence.
.....
 - d) A television station competing with a radio station in entertaining customers.
.....
- 4. State four forms of utility. (4mks)
- 5. List four sources of business ideas. (4mks)
- 6. Explain four reasons why Business studies is important in a country. (4mks)
- 7. Highlight four characteristics of a good entrepreneur (4mks)
- 8. State the functions of the following office equipment . (4mks)

- a) Paper punch
.....
- b) Guillotine
.....
- c) Frankline machines
.....
- d) Paper shredder
.....

- 9. Highlight the characteristics of good filing. (4mks)
- 10. List the types of office layout.

WEEK 4

- 11. State four personal attributes of an office staff. (4mks)
- 12. List four disadvantages of mining as an economic activity (4mks)
- 13. Highlight four functions of an office. (4mks)
- 14. State any four negative ethnical practices that an entrepreneur may be involved in. (4mks)
- 15. What are some of the advantages of a computer? (4mks)
- 16. Highlight the importance of trade to a society. (4mks)
- 17. Outline four differences between goods and services. (4mks)

goods	services
i)	
ii)	
iii)	
iv)	
v)	

- 18. Establish the relationship between scarcity, choice and opportunity cost. (4mks)
- 19. List four characteristics of human wants. (4mks)
- 20. For each of the following give two examples in each case (4mks)
 - a) Free goods.....
 - b) Producer goods
 - c) Consumer goods
 - d) Durable goods
- 21. List four factors to consider when evaluating a business opportunity. (4mks)
- 22. Define the following terms as used in business (5mks)
 - i) Consumer
.....
 - ii) Economic resource
.....
 - iii) Chain store

.....
iv) Division of labour
.....

v) Economics
.....

23. Highlight the factors of production and their rewards. (4mks)

24. Highlight factors to consider when selecting office equipment. (4mks)

25. Causes of business success. (4mks)

WEEK 5

FORM 1 BUSINESS STUDIES

1. State the term given to each of the following statements.(4mks)

Statement	Term
a. Movement of goods and services from producers to consumers	
b. Creation of goods and services	
c. Using a good or service	
d. Satisfaction derived from using a good or a service.	

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

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

4. Outline four principles of cooperatives (4mks)

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

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

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

WEEK 6

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

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

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

Statement	Factor
a. Law and policies that regulate business activities.	

b. Affects buyer's ability to buy commodities offered by a business.	
c. Firms selling similar products trying to outdo each other.	
d. Dictates how people live and what products they consume.	

11. Give four reasons why office documents should be filed.(4mks)
12. Outline four features of a supermarket (4mks)
13. Outline four reasons why choice is important in satisfaction of human wants.(4mks)

WEEK 7

SECTION B.

ANSWER ALL QUESTIONS IN THIS SECTION

14. a. Explain three roles of an entrepreneur to an economy .(6mks)

b. Identify four characteristics of economic resources (4mks)

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

WEEK 8

16. Name 4 sources of business ideas. (4mks)
17. State 4 office etiquette of a business person. (4mks)
18. Mention four main types of demand. (4mks)
20. Name 4 methods of government involvement in business (4mks)
21. Name 4 types of public utilities. (4mks)
22. Name 4 barriers of effective communication. (4mks)
23. Name 4 types of life assurance contracts (4mks)
24. Name 4 characteristics of a good filing system. (4mks)
25. Give 4 characteristics of oligopoly market structure. (4mks)

FORM THREE

- 1.(a) Explain five internal economies of scale that may be experienced by the firm(10mks)
 - (b) Explain five factors to be considered when setting up an office layout for a business organization (10mks)
 - 2a) Explain five assumptions that will make a circular flow of two sector economy to hold. (10marks)
 - b) Explain five ways of improving the efficiency of a warehouse. (10 marks)
 - 3.a) Explain six ways which the government of Kenya can use to influence the supply of maize in Kenya (12mks)
 - b) The following balance relate to the business of Roba traders during the period ended 31st March 2014.

Cash at bank	680,000
Premises	500,000
Machinery	175,000
Creditors	190,000
Furniture	85,000
Motor van	200,000
Cash in hand	50,000
ADS 5y loan	630,000
- Extract the trial balance of Roba traders as at 31st March 2014 (8mks)

4a) Discuss any four importance's of a balance sheet with special reference to the interested parties to a balance sheet (8mks)

b) Highlight any six types of an employment and disclose a remedy (solution) for each type (12mks)

5. a) Describe four circumstances under which an insurance company would not compensate the insured in the event of loss. (8 marks)

b) The following balance sheet was extracted from the books of Imarastores on 1st May 2015.

IMARASTOR			
ES			
Balance Sheet			
As at 1st May 2015			
	Ksh		Ksh
Equipment	200,000		415,000
Furniture	82,000	Mbotela (credi	27,000
Stock	140,00		
Cash	20,000		
	442,00		442,000

The following transaction took place during the month of May 2015.

4.5.2015: The owner of Imarastores sold personal assets for Ksh 30,000 receiving payment by cheque which he invested in the business.

10.5.2015: He purchased goods for Ksh 29,000 on credit from Mbolela.

19.5.2015: He returned goods worth Kshs 3,000 to Mbotela after they were found defective.

30.5.2015: He sold goods for Ksh 12,000 cash.

Required: Open relevant ledger accounts, record the above transaction and balance them off. (12 marks)

6. a) Highlight any five distinguishing characteristics between a public Ltd company and public corporation. (10 marks)

b) Discuss five conditions necessary for the existence of perfect competition type of market structure. (10 marks)

FORM THREE

1 a) Outline four reasons why organizations need to safe keep documents in files (4mks)

2. Give the four components of business studies (4mks)

3. A business is expected to be socially responsible to various groups such as customers, employees, government, public and suppliers. Indicate against each statement the most appropriate group (5mks)

Statement	Group
i) Fair remuneration	
ii) Timely tax returns	
iii) Fairness in tender allocation	
iv) Equal job opportunities	
Quality products	

4. Use the table below to outline four differences between basic wants and secondary wants (4mks)

Basic wants	Secondary wants
-------------	-----------------

5. Identify three activities in the extractive level of production (4mks)

6. Outline four ways in which partners may be classified (4mks)

7. Highlight four characteristics of mail order store (4mks)

8. Outline the meaning of the following terms as used in accounting (4mks)

i) Network of a business

.....

.....

ii) Business transaction

.....

.....

iii) Cash transaction

.....

.....

vi) Credit transaction

.....

.....

9. State four main factors that may limit the level of a country's national income. (4mks)

10. Identify four ways in which a business may be of benefit to people in the surrounding area (4mks)

11. State the effect of each of the following transaction on the balance sheet by writing increase or decrease or no effect in each case

Transaction	Effect
a) Bought machinery on credit	
b) withdrew cash from the business for personal use	
c) Purchased stock in cash	
d) Paid outstanding by cheque	

12. State four ways of increasing efficiency and effectiveness of human portorage

13. The following information relates to Makuyu Traders. Determine the missing figures. (3mks)

	Assets	Liabilities	Capital
a)	50000	70000	
b)	320000		280000
c)		14360	12000

14. Post the following transactions in the ledger books of Embakasi traders (4mks)

March 1/2013 commenced business with sh. 150,000 cash at bank

March 5/2013 bought machinery in credit for sh. 9500

March 7/2013 withdrew sh 5000 from bank for office use

March 8/2013 paid sh 3000 cash to creditor

15. Give four reasons that make insurance companies decline to insure acts of nature (4mks)

16. Name 4 sources of business ideas. (4mks)

17. State 4 office etiquette of a business person. (4mks)

18. Mention four main types of demand. (4mks)

20. Name 4 methods of government involvement in business (4mks)

21. Name 4 types of public utilities. (4mks)

22. Name 4 barriers of effective communication. (4mks)

23. Name 4 types of life assurance contracts (4mks)

24. Name 4 characteristic of a good filing system. (4mks)

25. Give 4 characteristics of oligopoly market structure. (4mks)

