



DECEMBER HOLIDAY ASSIGNMENT

2024

FORM 2

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)

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 he 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
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Office Managers	
Drivers	
Company Secretary	
Copy Typist	

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 2

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.

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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

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b) Gullotine

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c) Frankline machines

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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 former 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)

1. Highlight four unethical issues in product promotion. (4mks)
2. State four occupations that a person may engage in, in the primary level of production. (4mks)
3. For each of the features given below, indicate with a tick (v) whether it relates to a public limited company or private limited company. (5mks)

Features	Public Ltd	Private Ltd
a) Can advertise shares		
b) Unlimited number of members		
c) Minimum of seven members		
d) Restricts transfer of shares		

4. The management of Kazikwavijana enterprise is contemplating coming up with a new office block. Name five reasons why they should adopt an open office layout. (5mks)
5. Classify the following goods as either consumer or producer goods.

Goods	Classification
a) Matatu	
b) Persona Radio	
c) Factory	
d) Clothes	
e) Jembe	

f) Shoes	
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6. Indicate the type of Advertising Described in the table below. (4mks)

Description	Type of advertising
a) Creates awareness of the product	
b) Popularizes the business organization	
c) Persuades customers to buy the product	
d) Reminds customers that the product is still in the market	

7. Highlight four circumstances under which cash is preferable as a means of payments(4mks)

8. Write the following in full; (3mks)

a) C. W. O

.....

b) C. O. D.

.....

c) L. O. U

.....

9. Highlight four roles played by insurance in an economy. (4mks)

10. Creditor may not accept personal cheques for fear that they might be dishonored. Outline five reasons why a cheque may be dishonored. (5mks)

11. Muthiora a businessman has a building worth Ksh. 2,000,000 which he insured against Fire for Ksh. 1,500,000. The building was gutted down by accidental fire and the remains were valued at Ksh. 600,000. Calculate the amount of compensation Muthiora got from the insurance company. (4mks)

12. State two acts of parliament that are meant to protect consumers from exploitation. (2mks)

SECTION II

13. Explain five disciplines covered in Business studies. (10mks)

14. Discuss the five essentials of Effective communication. (10mks)

15. Explain any three principles of insurance. (6mks)