

**FIRST TERM EXAMINATION 2025/2026 ACADEMIC SESSION**

NAME

SUBJECT BUSINESS STUDIES

CLASS

JSS1

DURATION

1HR:30MINS

**SECTION A****50 OBJECTIVE QUESTIONS****Answer all questions from this section  
(20 marks)**

1. The subject that teaches students the knowledge of business and business activities is called \_\_\_\_\_.

- A. civic Education
- B. basic science
- C. business studies
- D. social studies

2. One of these is a component of business studies.

- A. Keyboarding
- B. History
- C. Social studies
- D. Marketing

3. \_\_\_\_\_ is not an objective of business.

- A. To make profit
- B. To provide a service
- C. To make war
- D. To survive

4. \_\_\_\_\_ is the profession or a job people do for a living.

- A. Industry
- B. Career
- C. Typesetting
- D. Keyboarding

5. A place set aside for Clerical activities is called a (an) \_\_\_\_\_.

- A. office
- B. library
- C. mail room
- D. medical laboratory

6. Office information can be stored in one of the following except \_\_\_\_\_.

- A. file cabinets
- B. computer
- C. disk drives
- D. roof tops



7. The above picture is an example of \_\_\_\_\_.

- A. a shop
- B. a kiosk
- C. a shopping mall
- D. a street

8. One of the basic functions of an office is \_\_\_\_\_.

- A. organizing parties for outgoing students
- B. preparing for excursions and trade fairs
- C. receiving important information
- D. organizing welfare activities for visitors

9. Confidentiality of an office information means \_\_\_\_\_.

- A. keeping office information in a hidden place
- B. keeping office information secret
- C. belonging to a secret society
- D. releasing office information without the approval of the manager.

10. Which of these is not personal quality of clerical staff?

- A. Anger
- B. Neatness
- C. Honesty
- D. Obedience

11. \_\_\_\_\_ is displaying positive actions and behavior towards the success of a

business.

- A. Right attitude to work
- B. Poor attitude to work
- C. Negative attitude to work
- D. Lukewarm attitude to work

12. \_\_\_\_\_ is one consequence of having a negative attitude to work.

- A. Promotion
- B. Success
- C. Wage increase
- D. Poor performance at work

13. \_\_\_\_\_ is the soul of business.

- A. Laziness
- B. Murmuring
- C. Punctuality
- D. Stealing

14. The picture below describes a \_\_\_\_\_ office.

- A. small
- B. Invisible
- C. large
- D. portable



15. \_\_\_\_\_ is not an attribute of people with negative attitude to work.

- A. A sense of humour
- B. Malice
- C. Complaining
- D. Murmuring

16. Any attitude that is harmful to the organisation and others is known as \_\_\_\_\_.

- A. positive attitude to work
- B. lukewarm attitude to work
- C. right attitude to work
- D. negative attitude to work

17. The following are some of the some of the behaviours of people with right attitude to work.

- A. Mischief, drunkenness, and stealing
- B. Punctuality, regularity and competence
- C. Disloyalty, mischief and murmuring
- D. Complaining, drunkenness and laziness

18. The division of large organisation into

parts with specific responsibilities or functions is called \_\_\_\_\_.

- A. division of food
- B. department
- C. specialisations
- D. provision

19. Which of the following departments is responsible for paying salaries.

- A. Administrative department
- B. Production department
- C. Accounts department
- D. Purchasing department

20. The department responsible for purchasing of raw materials, plants and machinery, needed for production by the organisation is the \_\_\_\_\_ department.

- A. Purchasing
- B. bulk production
- C. administration
- D. Marketing

21. The planning department is mainly responsible for all the following except \_\_\_\_\_.

- A. research
- B. development
- C. forecasting
- D. transporting

22. Which one of the following principles supports positive attitude to work?

- A. Poor quality work done.
- B. Not following rules, policies and procedures
- C. Cooperation, respect and effective communication.
- D. Being rude and insensitive.

23. A benefit of positive attitude to work is that \_\_\_\_\_.

- A. it shortens life
- B. it improves relationships among co-workers
- C. it brings dissatisfaction among employees
- D. it is harmful to the organisation

24. A staff member who files letters, keep record or information and does other tasks in the Organisation is called \_\_\_\_\_.

- A. a security man
- B. an office staff
- C. an office driver
- D. an attendance officer

25. A clerical staff member should have the following qualities **except** \_\_\_\_\_.

- A. a good knowledge of his job and other discipline
- B. being punctual and regular at work
- C. being arrogant and stubborn
- D. being reliable and transparent

26. Poor health can affect a clerk's \_\_\_\_\_.

- A. attendance to work only
- B. productivity
- C. A only
- D. A and B

27. Which of these functions are **not** carried out by a clerical staff?

- A. Post and collects mail from the post office
- B. Dispatch mail within and outside the organisation
- C. Handles telephone calls in a professional
- D. Disclose office information to people

28. \_\_\_\_\_ is not a job quality of a clerical officer.

- A. Banging the door behind him/her
- B. Performing his routine duties without being told to do so.
- C. Keeping his office clean and tidy always
- D. Get to the office before his boss

29. \_\_\_\_\_ is **not** a quality of a clerical officer.

- A. Good education
- B. Good health
- C. Good appetite
- D. Punctuality

30. Which of the following is **not** an example of a small office?

- A. The school staff room
- B. The principal's office
- C. The bursar's office
- D. The bank hall

31. An example of a large office is a \_\_\_\_\_.

- A. bursar's office
- B. retailer's shop office
- C. principal's office
- D. bank

32. One of the consequences of negative attitude to work is that \_\_\_\_\_.

- A. it improves the wellbeing of the workers
- B. it creates unpleasant future and less productivity
- C. it brings happiness and joy
- D. it improves self esteem



33. What part of an organisation is this?

- A. The secretary office
- B. The warehouse
- C. The cafe
- D. The entrance

34. Commerce is divided into \_\_\_\_\_.

- A. trade and external trade
- B. home trade and foreign trade
- C. trade and aids to trade
- D. wholesale and retail

35. Trade can be referred to as \_\_\_\_\_.

- A. buying goods and services
- B. selling goods and services
- C. buying and selling of services
- D. buying and selling of goods and services.

36. Buying and selling within a country is known as \_\_\_\_\_.

- A. home trade
- B. wholesale trade
- C. foreign trade
- D. export trade

37. A person who buys goods in large quantities and sells to others in small quantities is called a \_\_\_\_\_.

- A. consumer
- B. producer

- C. retailer
- D. wholesaler



38. The above picture shows that \_\_\_\_\_ is taking place.

- A. production
- B. cooking
- C. fishing
- D. writing

39. Production is not complete until the goods and services gets to the \_\_\_\_\_.

- A. wholesalers
- B. retailers
- C. consumers
- D. agent who seller

40. The primary aim of production is to \_\_\_\_\_.

- A. produce goods and services
- B. satisfy human wants and needs
- C. transport goods and services
- D. convert goods and services

41. Changing raw materials into finished goods for human satisfaction rightly defines the process of \_\_\_\_\_.

- A. production
- B. distribution
- C. exchange
- D. communication

42. Which of the following professionals offers direct services?

- A. Tailors
- B. The Police
- C. The Navy
- D. Lawyers

43. \_\_\_\_\_ is a free gift of nature.

- A. Labour
- B. Money
- C. Land

- D. Capital

44. Which of the following is a feature of labour?

- A. It is mobile.
- B. It is immobile
- C. It is flexible.
- D. It is carriage

45. The \_\_\_\_\_ is the risk bearer.

- A. land grabber
- B. entrepreneur
- C. mechanic
- D. labourer

46. The reward for labour is \_\_\_\_\_.

- A. capital
- B. rent
- C. salaries or wages
- D. profit and loss

47. The factor of production used for agricultural purposes is \_\_\_\_\_.

- A. labour
- B. land
- C. rent
- D. wages

48. The type of labour that is highly educated is called \_\_\_\_\_.

- A. the entrepreneur
- B. unskilled labour
- C. semi-skilled labour
- D. skilled labour.

49. The capital to start and run a business is provided by \_\_\_\_\_.

- A. entrepreneur
- B. skilled labour
- C. semi-skilled labour
- D. unskilled labour

50. The reward for capital is \_\_\_\_\_.

- A. rent
- B. interest
- C. wages
- D. services

## Theory Questions

### Answer four (4) questions only

- Land -
- Entrepreneur -
- Capital -
- Labour -

4 marks

1. What is an office? 2marks

1b. Mention five functions of an office 5 marks

1c. State three main disadvantages of an open office . 3 marks

2a. Define business studies? 2marks

2b. List five subjects that make up business studies. 5 marks

2c. List 3 career opportunities in business studies . 3 marks

3a. What is meant by 'right attitude to work '? 2 marks

3b. State four advantages of having a right attitude to work. 4 marks

3c. Explain two ways a student can show right attitude to school work. 4 marks

4a. Define commerce. 2 marks

4b. List and explain the two branches of commerce. 4 marks

4c. Mention four aids to trade 4 marks

5a. Explain the term "trade". 2 marks

5b. Differentiate between home trade and foreign trade. 4 marks

5c. Draw a simple chart showing the divisions of commerce. 4 marks

6a. What are factors of production? 2 marks

6b. Explain the four factors of production. 4 marks

6c. State the rewards for each of the following.