



KITH & KIN INTERNATIONAL COLLEGE

7/1/1 Kaoli Olusanya Street, Owode Ibeshe, Ikorodu, Lagos State.

FIRST TERM EXAMINATION 2025/2026 ACADEMIC SESSION

NAME

SUBJECT	BUSINESS STUDIES	CLASS	JSS2	DURATION	1HR:30MINS
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SECTION A 50 OBJECTIVE QUESTIONS Answer all questions from this section (20 marks)

1. Who is a receptionist?

- A. A person who sells in the market.
- B. A person who attends to visitors in an office
- C. A person who writes letters
- D. A person who supervises workers

2. Which of these is **not** a duty of a receptionist?

- A. Attending to visitors
- B. Receiving phone calls
- C. Filling documents
- D. Keeping visitors waiting unnecessary

3. A good receptionist must be_____.

- A. rude
- B. polite
- C. lazy
- D. harsh

4. One important quality of a receptionist is _____.

- A. dishonesty
- B. good communication skill
- C. sleeping at work
- D. gossiping

5. The first person a visitor meets in the office is usually the _____.

- A. manager
- B. accountant
- C. receptionist
- D. messenger

6. A receptionist should always keep a _____.

- A. visitors book
- B. sales book
- C. cash book
- D. receipt book

7. Office correspondence means _____.

- A. talking with friends
- B. official communication in writing
- C. singing in the office
- D. traveling for business

8. Which of these is **not** a type of office correspondence?

- A. Letter
- B. Telegram
- C. Minutes of meeting
- D. Cooking recipes

9. An outward mail register is used to record _____.

- A. letters received
- B. letters sent out
- C. visitors name
- D. telephone calls



10. In the above picture, Mrs Lagbaja, a _____, is attending to a customer.

- A. consumer
- B. seller

- C. wholesaler
- D. speaker

10. Which of the following is not an example of office correspondence?

- A. Report
- B. Circular
- C. Drama script
- D. Memo

12. An inward mail register is meant for _____.

- A. letters received
- B. letters sent out
- C. bank document
- D. trade fair

13. Which of the following is an office document?

- A. Invoice
- B. Football
- C. Blackboard
- D. Dictionary

14. Which document is sent before goods are supplied?

- A. Quotation
- B. Receipt
- C. Invoice
- D. Debit note

15. A receipt is issued when _____.

- A. goods are received
- B. payment is made
- C. visitors arrived
- D. letters are written

16. The document used to correct undercharged in an invoice is _____.

- A. credit note
- B. debit note
- C. quotation
- D. receipt

17. A document used to request payment from a buyer is called _____.

- A. invoice
- B. quotation
- C. memo
- D. receipt

18. Which of these documents is evidence of payment?

- A. Invoice
- B. Receipt
- C. Quotation
- D. Debit note



19. The above picture is an example of _____.

- A. cycle stall
- B. mobile shop
- C. shop owners
- D. hawkers

20. Trade can be defined as _____.

- A. buying and selling of goods and services
- B. playing games
- C. storing goods
- D. exporting goods

21. Which of the following is not a type of trade.

- A. Home trade
- B. Foreign trade
- C. Local trade
- D. Political trade

22. Trade carried out within a country is called _____.

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

23. Trade between two or more countries is called _____.

- A. import trade
- B. export trade
- C. international trade
- D. local trade

24. The buying of goods from another country is called _____.

- A. export
- B. import
- C. retail
- D. wholesale

25. The selling of goods to another country is called _____.

- A. import
- B. export
- C. home trade
- D. retail

26. One importance of trade is that it _____.

- A. increases friendship among nations
- B. stops production
- C. reduces wealth
- D. discourages exchange of goods

27. The picture below describes _____.

- A. a school
- B. a trade
- C. a bank
- D. a business stop



28. Aids to trade are _____.

- A. activities that make trade easier
- B. types of sport
- C. ways of cooking
- D. subjects in school

29. Which of the following is not an aid to trade?

- A. Banking
- B. Transport
- C. Communication
- D. Farming

30. Banking helps trade by _____.

- A. printing books

- B. giving loans
- C. growing plants
- D. cooking meals

31. Which aid to trade involves moving goods from one place to another?

- A. Transport
- B. Insurance
- C. Banking
- D. Communication

32. Insurance helps trade by _____.

- A. protecting against loss and risk
- B. providing storage facilities
- C. printing money
- D. buying goods

33. Warehousing helps trade because it _____.

- A. import goods
- B. export goods
- C. stores goods until needed
- D. sells goods directly

34. Which of these aids to trade helps in spreading information?

- A. Transport
- B. Insurance
- C. Communication
- D. Warehousing

35. A market is a place where _____.

- A. people buy and sell goods
- B. students write exams
- C. books are ready
- D. sports are played

36. Which of the following is **not** a type of market?

- A. Local market
- B. National market
- C. International market
- D. Examination market

37. The type of market where goods are sold in small quantities is _____.

- A. wholesale market
- B. retail market
- C. foreign market

D. auction market

38. Which of these is an example of a local market in Nigeria?

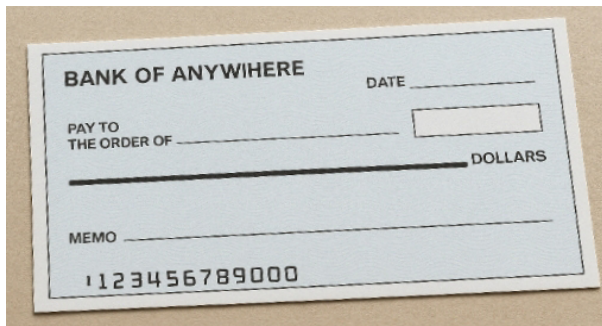
- A. Idumota market Lagos
- B. Wall street
- C. London stock exchange
- D. Dubai mall

39. Distribution is the process of _____.

- A. taking goods from producers to consumers
- B. production of goods
- C. buying goods only
- D. advertising goods

40. The middlemen in distribution are also called _____.

- A. consumers
- B. traders
- C. producers
- D. farmers



41. The above type of cheque is a/an _____.

- A. crossed cheque
- B. open cheque
- C. dishonored cheque
- D. crossing cheque

42. Which of the following is **not** a channel of distribution?

- A. Producer --> consumer
- B. Producer --> wholesaler --> retailer --> consumer
- C. Producer --> farmer --> student --> consumer
- D. Producer --> retailer --> consumer

43. A bank is an institution that _____.

- A. keeps money and valuables
- B. sells farm products

- C. manufactures goods
- D. buys clothes

44. Which of these is **not** a type of bank?

- A. Commercial bank
- B. Central bank
- C. Mortgage bank
- D. Poultry bank



45. The lady in the above picture a good example of a _____.

- A. farmer
- B. receptionist
- C. washer
- D. cook

46. The bank that issues currency in Nigeria is the _____.

- A. economic bank
- B. central bank
- C. development bank
- D. merchant bank

47. One function of commercial bank is _____.

- A. granting loans
- B. printing money
- C. controlling inflation
- D. issuing license

48. What is the full meaning of ATM?

- A. Automatic Teller Machine
- B. African trade market
- C. Annual transactions method
- D. All time money

49. _____ is the process of storing letters and other documents systematically.

- A. Filling
- B. Dispatching
- C. Dancing
- D. Mishandling

50. _____ is a cheque that is **not** crossed, and can be cashed at the counter.

- A. An open cheque
- B. A crossed cheque
- C. A cancelled cheque
- D. A dishonored cheque

Theory Questions

Answer four (4) questions only

1a. Who is a receptionist ? 1 mark

1b. Mention four duties of a receptionist.
4 marks

1c. List five qualities of a receptionist.
5 marks

2a. Define office correspondence. 2 marks

2b. Briefly explain filling. 2 marks

2c. State four purposes of filing. 6 marks

3a. State the difference between import
trade and export trade. 4 marks

3b. Differentiate between home trade and
foreign trade 3 marks

3c. Explain three importance of trade.
3 marks

4a. What are aids to trade ? 2 marks

4b. Mention five aids to trade. 5 marks

4c. How does bank support trade ? 3 marks

5a. What are channels of distributio?
3 marks

5b. List three features of a good market.
3 marks

5c. Differentiate between wholesale and
retail market. 4marks

6a. What is a commercial bank? 2 marks

6b. State four functions of commercial
banks. 4 marks

6c. Give two reasons why a cheque can be
dishonored. 4 marks