



NAME

FIRST TERM EXAMINATION 2025/2026 ACADEMIC SESSION

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. Quatation
 - 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. quatation
 - D. receipt

- 17. A document used to request payment from a buyer is called _____.
 - A. invoice
 - B. quatation
 - C. memo
 - D. receipt

- 18. Which of these documents is evidence of payment?
 - A. Invoice
 - B. Receipt
 - C. Quatation
 - 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?

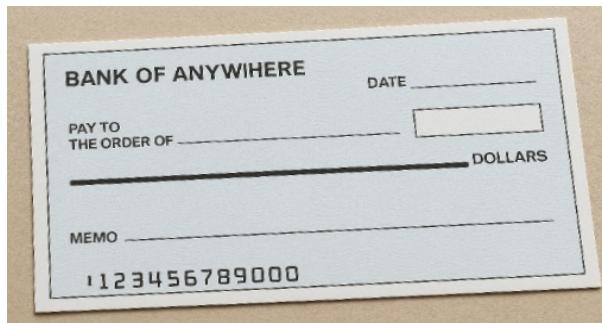
- A. Idumota market Lagos
- B. Wall street
- C. London stock exchange
- D. Dubai mall

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 distribution? 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