

**A LEVEL ENTREPRENEURSHIP**  
**PROJECT REVISION QUESTIONS COMPILED BY MPALAGANYI ERIC**

1. You are a marketing manager for a mineral water company in your district. You have identified weaknesses in marketing of the productions.
- a) Draft a customer questionnaire for establishing the causes of low sales of business products. (06 marks)
  - b) Prepare a job specification for the incoming sales manager. (06 marks)
  - c) Advise management on strategies to be followed to improve on sales of business products. (07 marks)
  - d) Presents daily distribution schedule for business products. (06 marks)
2. You have been appointed a managing Director of a firm dealing in the production of tinned fish which is experiencing inadequate monitoring and supervision.
- a) Develop guidelines for staff to ensure proper code of conduct for the employees. (07 marks)
  - b) Write a warning letter to a sales assistant who has failed to meet the performance targets of the business. (06 marks)
  - c) Design a time sheet for use in the business. (06 marks)
  - d) Draft a one day's training programme for your employees. (06 marks)
3. You are engaged in the production and packaging of Groundnuts and simsim paste in your town.
- a) Design a brand label to be placed on the container of packaging materials. (07 marks)
  - b) Prepare a financial plan for the business. (07 marks)
  - c) Customers have raised complaints about salesperson. Write a memo to the marketing manager to address customers complaints. (06 marks)
  - d) Draw a marketing budget of shs. 20 millions for a month. (05 marks)
4. You own a construction company which has won a contract to build a school canteen.
- a) Design a contract information board to be placed at the project site. (06 marks)
  - b) Formulate terms and conditions to be included in the contract agreement. (07 marks)
  - c) Prepare an invitation for bids to supply construction inputs. (06 marks)
  - d) Design a stock requisition form to be used in the business. (06 marks)
5. You are dealing in production and distribution of tomato sauce.
- a) Prepare a weeks' distribution schedule for business products. (7marks)
  - b) Design a delivery note to be used in the business. (5marks)
  - c) Present a financial plan for the business. (7marks)
  - d) Prepare a suitable advert for business products. (6marks)
6. You are managing a partnership business with your two brothers that deals in processing of milk.
- a) Prepare a partnership deed for the business. (7marks)
  - b) Formulate guidelines for developing effective marketing strategy. (7marks)
  - c) Design a questionnaire to be used for establishing the level of creativity for employees. (6marks)

d) Develop a mission and vision statement for the business. (5marks)

7.You own a construction company and have been awarded a contract to construct Ntenjeru – Mpata Road by Mukono District Council.

a) Prepare a company profile for the construction company. (6marks)

b) Formulate terms and conditions to be included in the contract. (6marks)

c) Prepare a contractor's information board. (7marks)

d) Prepare a time sheet to be used in business. (6marks)

8.You have teamed up with other youths in the community to establish a savings and society (SACCO)

(a)Design a deposit slip for business use. (6 marks)

(b) Prepare a pre-operating expenses budget for the SACCO. (7marks).

(c) Write a letter inviting the District cooperative Officer to officiate the launching of SACCO operations. (6 marks)

(d) Formulate loan management policy guidelines to be observed. (6 marks)

9.You are the marketing manager of a firm dealing in purchase and sale of Kitchen ware on both cash and credit basis.

(a) Prepare a marketing plan for the business. (6 marks)

(b) Present an advert to promote business products. (6 marks)

(c) Design an invoice for business use. (5marks)

(d) Draft policy guidelines for developing an effective marketing strategy. (7 marks)

10.You own a restaurant specializing in local dishes. Sales promotion has been your strategy to attract more customers, and the business is in the process of expanding its human resources;

a) Formulate a statement of vision and mission for the restaurant. (04 marks)

b) Choose a medium and prepare an advertising message for promoting business products. (06 marks)

c) Design a training programme for the workers. (08 marks)

d) Develop guidelines for the employees to observe to promote good customer care. (07 marks)

11.You are operating a business which deals in sale of cosmetics and it has been reported that workers have exhibited insufficient customer care. No wonder you have noted gradual decline in sales.

a) Develop a root cause analysis for the declining sales. (05 marks)

b) Design a customer satisfaction survey tool to be used by the business (07 marks)

c) Present a market flow chart for your business (06 marks)

d) Prepare a programme for carrying out personal selling (07 marks)

12.You are procurement manager of a bus company which is in serious competition with many other bus companies in your country.

(a) Write a purchase order for two brand new buses from an exporter in Japan (06 marks)

(b) Prepare a travel schedule for your firm (05 marks)

(c) Write an appreciation letter to your best driver to be given to him at the end of year party.

(08 marks)

(d) Formulate a man specification document for the proposed new bus mechanic. (06 marks)

13. You are engaged in the processing and packaging of milk products.

(a) Formulate policy guidelines for ensuring quality products in your business. (7marks)

(b) Write a document to correct the error of under charge on a customers' invoice. (5 marks)

(c) Design a daily work schedule for the business workers.

(d) Develop a plan for recovering money from business debtors.

14. You own a medium sized shoe making project;

a) Present a programme for undertaking an insurance policy.

b) Write a new cash management policy for the business

c) How is your business socially responsible?

d) Design a caller's book for business use.

15. You intend to operate a bakery project in your home town dealing in all sorts of different bakery products.

(a) Develop a management plan of your company. (07marks)

(b) Prepare guidelines for developing creative ability among workers. (08marks)

(c) Design a price list for your bakery. (05marks)

(d) Draw a market flow chart for your products. (05marks)

16. You have secured a loan of shs. 10,000,000 to establish a partnership business dealing in rice growing and supply.

(a) Present a production budget for your business. (06marks)

(b) Prepare a partnership agreement for your business. (08marks)

(c) Write a letter to your LCI chairperson seeking permission to hold the launch of your project. (07marks)

(d) Design an invoice to be issued to customers who buy products on credit. (04marks)

17. Your grain milling plant has won a contract to supply maize to your school. You also want to establish competitive advantage of your business

a) Present the general description of the business (4marks)

b) design customer satisfaction survey form of your business (7marks)

c) Develop the terms and conditions for the contract you will sign with the school. (7marks)

d) write the guidelines to be followed when handling difficult customers (7marks)

18. You intend to start a carpentry workshop business in your home town

a) State the mission of your business (4marks)

b) Prepare a financial plan for your business (8marks)

c) Explain the marketing strategy you will use in the business (7marks)

d) Draft a stock card to be used in the business (6marks)

19. You have obtained a loan of shs 12,000.000 from Stanbic Bank to establish a new branch of a bakery project. The loan is payable in 4 months equal installments at an interest of 10% p.a on reducing balance method

a) Prepare a loan repayment schedule (6marks)

b) Write the policy guidelines for developing creative ability among employee. (7marks)

c) Describe the personal business skills you will use to make your business successful. (6marks)

d) Prepare an action plan for implementing the planned business activities. (6marks)

20. You have established a tailoring project in your home area. As the general manager, you want to improve the general operations and the market share of the project.

- a) Write a marketing plan of the project. (06 marks)
- b) Draft new guidelines for improving the creative ability of your employees. (07 marks)
- c) Present the social responsibilities of your project. (06 marks)
- d) Design a work order form for the business. (06 marks)

21. You have taken over a declining soap making business. You are planning to introduce a new brand of liquid soap on the market in order to make the customers satisfied.

- a) Prepare a brand label for the liquid soap packaging materials. (07 marks)
- b) Draw a programme for effective personal selling of your products. (07 marks)
- c) Generate strategies to be adopted by the business to overcome business failure. (06 marks)
- d) Draft policy guidelines for presenting business products to consumers. (05 marks)

22. You are operating a construction firm and you have won a tender to construct headquarters for Mukono municipality.

- a) Write acceptance letter to the municipal Tender Board. (05 marks)
- b) Present a contractors information board for this project. (07 marks)
- c) Formulate terms and conditions to be included in the contract. (07 marks)
- d) Design a stock requisition form for business use. (06 marks)

23. You are operating a bookshop that also offers secretarial services. You offer both cash and credit sales.

- a) Draw a programme for taking an insurance policy for your business machinery. (07 marks)
- b) Prepare an inquiry for the required stock. (06 marks)
- c) Design a service schedule for the business machines. (06 marks)
- d) Develop a credit policy for your business. (06 marks)

24. You own a maize milling plant and you have noted with great concern the need to stock more raw materials. Due to inadequate funds, you have decided to acquire a loan of shs 10,000,000.

- a) Prepare a programme for purchasing raw materials for the business. (07 marks)
- b) Draft a fixed capital expenditure budget for the business. (06 marks)
- c) Formulate guidelines to ensure proper management of the loan in the business. (06 marks)
- d) Design a cash payment voucher to be used in the business. (06 marks)

25. You are engaged in the production of liquid soap in your home area.

- a) Prepare a production plan for your business. (07 marks)
- b) Draft policy guidelines for maintaining high quality products in your business. (07 marks)
- c) Draw a daily distribution schedule for your products. (06 marks)
- d) Write an appreciation letter to one of the outstanding employees in your business. (05 marks)

26. You are a sales manager for a carpentry workshop whose sales have been declining for past three months

- (a) Write a monthly evaluation report for the sales department for the month of July 2016. (7 marks)

- (b) Design a market survey guide to be used while carrying out market research. (6 marks)
- (c) Formulate guidelines to be followed by sales persons while handling difficult customers. (7 marks)
- (d) Write a credit status inquiry about Mukasa Isaac to the Bank manager who wants to be offered furniture worth shs10,000,000 on credit. (5 marks)

27. You are operating a fruit juice processing factory in Mukono and intend to open up another plant in Eastern Uganda

- (a) Draft a programme for recruiting more employees. (7 marks)
- (b) Develop terms and conditions for the sale of an old purifier. (6 marks)
- (c) Design a brand label to be placed on the packaging materials. (5 marks)
- (d) Prepare a feasible action plan to be followed while establishing a new plant. (7 marks)

28. You are managing a bakery that operates as a company and deals in production and distribution of bakery products

- (a) Prepare a company profile for the bakery. (6 marks)
- (b) Write a credit note to a customer who complained for being over charged. (6 marks)
- (c) Present a marketing plan for the bakery. (7 marks)
- (d) Prepare a company asset register. (6 marks)

29. You are operating a transport company with vehicles moving to different parts of the Country

- (a) Design a service schedule for business vehicles. (7 marks)
- (b) Present policy guidelines for minimizing operational costs. (7 marks)
- (c) Write a warning letter to the transport officer for abuse of office (6 marks)
- (d) Develop a newspaper advert for promoting your services. (5 marks)

30. You are operating a bookshop that also offers secretarial services. You offer both cash and credit sales.

- a) Draw a programme for taking an insurance policy for your business machinery. (07 marks)
- b) Prepare an inquiry for the required stock. (06 marks)
- c) Design a service schedule for the business machines. (06 marks)
- d) Develop a credit policy for your business. (06 marks)

31. You own a maize milling plant and you have noted with great concern the need to stock more raw materials. Due to inadequate funds, you have decided to acquire a loan of shs 10,000,000.

- e) Prepare a programme for purchasing raw materials for the business. (07 marks)
- f) Draft a fixed capital expenditure budget for the business. (06 marks)
- g) Formulate guidelines to ensure proper management of the loan in the business. (06 marks)
- h) Design a cash payment voucher to be used in the business. (06 marks)

32. You are engaged in the production of liquid soap in your home area.

- a) Prepare a production plan for your business. (07 marks)
- b) Draft policy guidelines for maintaining high quality products in your business. (07 marks)
- c) Draw a daily distribution schedule for your products. (06 marks)

d) Write an appreciation letter to one of the outstanding employees in your business. (05marks)

33.You have taken over a declining soap making business. You are planning to introduce a new brand of liquid soap on the market in order to make the customers satisfied.

- a) Prepare a brand label for the liquid soap packaging materials. (07 marks)
- b) Draw a programme for effective personal selling of your products. (07 marks)
- c) Generate strategies to be adopted by the business to overcome business failure. (06 marks)
- d) Draft policy guidelines for presenting business products to consumers. (05 marks)

34.You are operating a construction firm and you have won a tender to construct headquarters for Mukono municipality.

- a) Write acceptance letter to the municipal Tender Board. (05 marks)
- b) Present a contractors information board for this project. (07 marks)
- c) Formulate terms and conditions to be included in the contract. (07 marks)
- d) Design a stock requisition form for business use. (06 marks)

35.You have established a tailoring project in your home area. As the general manager, you want to improve the general operations and the market share of the project.

- a) Write a marketing plan of the project. (06 marks)
- b) Draft new guidelines for improving the creative ability of your employees. (07 marks)
- c) Present the social responsibilities of your project. (06 marks)
- d) Design a work order form for the business. (06 marks)

36.You intend to start a carpentry workshop in your home town.

- a) (i) State the mission statement of the business. (02marks)
- (ii) Give the general description of the business. (05marks)
- b) Prepare the administration plan of your proposed business. (06marks)
- c) Draw a programme for purchasing business inputs. (06marks)
- d) Formulate guidelines for promoting creativity among the workers in your project. (06marks)

37.You are operating shoe-making factory in an urban centre. You even make products on special orders.

- a) Design a work-order form for the business. (06marks)
- b) Formulate policy guidelines for motivating business employees. (06marks)
- c) Present a programme for taking out an insurance policy. (07marks)
- d) Write an invoice to a customer whom you have supplied products on credit worth shs 1,000,000. (06marks)

38.You are operating a Hardware shop along a busy street. Your store keeper is disorganized and inefficient.

- a) Write a termination letter to the store keeper. (06marks)
- b) Design a stock card for use in the business. (06marks)
- c) Prepare policy guidelines for ensuring proper inventory management. (07marks)
- d) Draft a daily work schedule to be followed by your employees. (06marks)

- 39 You are the purchasing manager of success confectionary. The business is in process of expanding its scale of production:
- (a). Send an inquiry to the supplier of raw materials 05marks
  - (b). Develop guidelines for selecting machinery and equipment. 08marks
  - (c). Prepare an organizational plan for the business 06marks
  - (d). Make brochures to advertise your services 06marks
- 40 You are operating a super market. The National Environment Management Authority (NEMA) has passed a law banning the use of polythene bags (Kaveera) because of its dangers to the environment.
- (a). Outline the alternative packaging materials you are to use following the NEMA directives. 05marks
  - (b). Design a label you will put on the packaging materials. 06marks
  - (c). What factors will you consider when choosing the packaging materials to use in your super market? 08marks
  - (d). Write a notice informing your staff of the NEMA directive 06marks
- 41 You are a large scale farmer growing sim-sim and due to large scale production You have decided to process and pack sim-sim paste.
- (a). What factors would you consider when recruiting workers for your business? 06marks
  - (b). Design a job description for the post of sales manager. 05marks
  - (c). Design a reception register for your business 06marks
  - (d). Prepare one day induction programme for the newly recruited workers. 08marks
42. You are operating a business which deals in sale of cosmetics. It was reported that your workers lack good customer care, no wonder you have noted gradual decline in sales.
- (a). Develop a root cause analysis for the declining sales 06marks
  - (b). Develop a consumer satisfaction survey tool to be used by the business 06marks
  - (c). Propose guidelines for ensuring good customer care. 08marks
  - (d). Design a market flow chart for your business 05marks
43. You have established a soft drink plant and you are looking forward towards expanding it by introducing a new brand.
- a) Design a market survey guide you will use when carrying out a market research. (8 marks)
  - b) Present a production plan for your business. (7 marks)
  - c) Draft a purchase order for materials to be used. (5 marks)
  - d) Develops guidelines for customer care to your workers. (5 marks)
44. You are a production manager of gifted hands entrepreneurs. You have received complaints from students about declining quality of your products and you have agreed to acquire a loan to improve on the quality.
- a) Design a loan repayment schedule. (6 marks)
  - b) Prepare quality policies for your products. (8 marks)
  - c) Present a budget for the loan funds. (7 marks)
  - d) Draft an advert for gifted hands entrepreneurs. (5 marks)

45. You are operating a small clay workshop and you want to expand the workshop by recruiting more workers.
- a) Prepare an induction program for the new workers. (8 marks)
  - b) Write a letter inviting all heads of department to a man power planning meeting. (6 marks)
  - c) Develop guidelines to be followed to ensure safety of the work pace. (6 marks)
  - d) Design an administrative structure of your business. (5 marks)
46. You are managing a stationery shop in your locality and sell products on credit as one of the sales promotion strategy.
- a) Write a credit status inquiry to the customer's banker, who has requested for goods worth ten million on credit, seeking for his credit worthiness (7marks)
  - b) Formulate policy guide lines to govern credit sales in business. (6marks)
  - c) Design a stock requisition form to be used in business. (6marks)
  - d) Describe the principles to be followed in order to enhance successful negotiation. (6marks)
47. You own a restaurant that also provides outside catering.
- a) Design a week's work schedule for employees. (7marks)
  - b) Prepare a financial plan for the restaurant. (7marks)
  - c) Write an appointment letter to a newly recruited chief cook. (6marks)
  - d) Draw a suitable advert for business products. (5marks)
48. You are operating a Bakery in your home town. You acquired a loan of shs. 12,000,000 from Centenary Bank payable in 4 years at an interest rate of 20% per annum on reducing balance method.
- a) Prepare a loan payment schedule. (7 marks)
  - b) Design a payment voucher to be used in your project. (5 marks)
  - c) Write an appreciation letter to one of your employees for excellent performance. (5 marks)
  - d) Formulate the employees' code of conduct of your project. (8 marks)
49. You own an electronics shop in a busy area.
- a) Write a notice informing the customers of the intention to shift to the next village. (6 marks)
  - b) Show the terms and conditions of the hire purchase Agreement in your project. (7 marks)
  - c) Design a cash receipt for the business. (5 marks)
  - d) Prepare a weekly receipt promotional programme for your business. (7 marks)
50. You are running a dairy plant after receiving a grant from the Uganda Manufactures Association.
- a) State two goals and objectives for your business. (4 marks)
  - b) Design a plant layout for your plant. (5 marks)
  - c) What are the guidelines followed to observe quality at your plant? (8 marks)
51. You intent to start a juice processing plant in your home town.
- a) Place an order to your supplier of fruits for the business. (6 marks)
  - b) Write a cheque of shs 200,000 to one of the credit suppliers of passion fruits. (6 marks)
  - c) What are the guidelines to be followed when selling products on credit? (8 marks)
  - d) Design a reception register to be used in your project. (5 marks)



52. You have acquired a loan of Ugx. 18,000,000/= from Bank of Africa to clear your goods from Uganda Revenue Authority. The borrowed money is to be repaid in the next 5 years at an interest rate of 10% per year in 5 equal instalments.

- (a) Develop a loan amortization schedule you are to follow (08 marks)
- (b) Explain any three factors the bank will consider before issuing you with the funds required (06 marks)
- (c) Complete the loan application form issued to you by the bank (06 marks)
- (d) How will you ensure proper handling of the borrowed funds? (05 marks)

53. You and your friends have opened up a new business in your home locality dealing in compound designing and maintenance; however, you have a challenge of acquiring office space from where to carry out your operations.

- (a) Write a letter to one of your business partners requesting her to assist you look around for an appropriate office. (07 marks)
- (b) Formulate the terms and conditions you will follow when recruiting workers in your company. (06 marks)
- (c) Prepare a partnership deed to govern your operations (07 marks)
- (d) Advertise your business using a signpost (05 marks)

54. The Government of the Republic of Uganda plans to organise Local Council 1 elections next year in the month of April and it has been resolved that these elections shall be by secret ballot. However, to accomplish this task, Government through the Ministry of Local Government is calling for bids to supply the Electoral Commission with the required stationery.

- (a) As an official of the Ministry in charge of this exercise, write a bid notice that is to be placed in the newspapers (08 marks)
- (b) Explain any five reasons why non-registered businesses will not be considered eligible for this business deal (05 marks)
- (c) Design a stock requisition form to be used during this exercise (06 marks)
- (d) Write a memo to all District chairpersons inviting them for an urgent meeting to discuss the issue (06 marks)

55. Uganda is currently experiencing a huge challenge of sugar shortage; as a person with an entrepreneurial mind-set you have spotted a prime business opportunity as a result and thus decided to set up a sugar processing plant in your home area to assist Government in addressing this challenge.

- (a) Prepare a cash withdrawal slip of shs. 50,000,000 from your bank (06 marks)
- (b) Design a label to be fixed on the packaging material of your product (05 marks)
- (c) Draft a programme that you will follow on the day of launching your business enterprise. (07 marks)
- (d) Develop a distribution schedule for the company (06 marks)

56. You are operating a bookshop that also offers secretarial services. You offer both cash and credit sales.

- (a) Draw a programme for taking an insurance policy for your business machinery. (07 marks)
- (b) Prepare an inquiry for the required stock. (06 marks)

- (c) Design a service schedule for your business machines. (06 marks)  
(d) Develop a credit policy for your business. (06 marks)

57. You own a maize milling plant and you have noted with great concern the need to stock more raw materials. Due to inadequate funds, you have decided to acquire a loan of Shs.100,000,000.

- (a) Prepare a programme for purchasing raw materials for your business. (07 marks)  
(b) Draft a fixed capital expenditure budget for the business. (06 marks)  
(c) Formulate guidelines to ensure proper management of the loan in your business. (06 marks)  
(d) Design a cash payment voucher to be used in your business. (06 marks)

58. You are engaged in the production of liquid soap in your home area.

- (a) Prepare a production plan for your business. (07 marks)  
(b) Draft policy guidelines for maintaining high quality products in your business. (07 marks)  
(c) Draw a daily distribution schedule for your products. (06 marks)  
(d) Write an appreciation letter to one of the outstanding employees in your business. (05 marks)

59. You have obtained enough funds to establish a new branch of your poultry project.

- (a) Prepare a capital expenditure budget for your business given Shs. 10,000,000. (05marks)  
(b) Design a programme for purchasing business requirements. (07marks)  
(c) Draft policy guidelines for developing creative ability among your employees. (06marks)  
(d) Draw a financial plan for your business given shs 10,000,000 loan from Stanbic Bank. (07marks)

60. You are operating a grain milling factory in your village but you would like to shift and operate from the town centre.

- (a) Write a letter to the town clerk requesting for a trading license. (06marks)  
(b) Design a weekly work schedule for your employees. (06marks)  
(c) Prepare a quotation to one of the customers who has picked interest in your products. (06marks)  
(d) Prepare a marketing plan for your business products. (07marks)

61. You are running a fruit growing project and would like to establish a fruit Juice processing project.

- (a) Prepare a production plan for your business. (06marks)  
(b) Design a plan for taking an Insurance policy. (07marks)  
(c) Prepare guidelines for ensuring quality products. (07marks)  
(d) Prepare terms and conditions that you will include in a contract to supply maize flour to Desire Restaurant. (05marks)

62. You have acquired a loan of Ugx. 18,000,000/= from Bank of Africa to clear your goods from Uganda Revenue Authority. The borrowed money is to be repaid in the next 5 years at an interest rate of 10% per year in 5 equal instalments.

- (a) Develop a loan amortization schedule you are to follow (08 marks)  
(b) Explain any three factors the bank will consider before issuing you with the funds required (06 marks)  
(c) Complete the loan application form issued to you by the bank (06 marks)  
(d) How will you ensure proper handling of the borrowed funds? (05 marks)

63. You and your friends have opened up a new business in your home locality dealing in compound designing and maintenance; however, you have a challenge of acquiring office space from where to carry out your operations.

- (a) Write a letter to one of your business partners requesting her to assist you look around for an appropriate office. (07 marks)
- (b) Formulate the terms and conditions you will follow when recruiting workers in your company. (06 marks)
- (c) Prepare a partnership deed to govern your operations (07 marks)
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- (b) Explain any five reasons why non-registered businesses will not be considered eligible for this business deal (05 marks)
- (c) Design a stock requisition form to be used during this exercise (06 marks)
- (d) Write a memo to all District chairpersons inviting them for an urgent meeting to discuss the issue (06 marks)

65. Uganda is currently experiencing a huge challenge of sugar shortage; as a person with an entrepreneurial mind-set you have spotted a prime business opportunity as a result and thus decided to set up a sugar processing plant in your home area to assist Government in addressing this challenge.

- (a) Prepare a cash withdrawal slip of shs. 50,000,000 from your bank (06 marks)
- (b) Design a label to be fixed on the packaging material of your product (05 marks)
- (c) Draft a programme that you will follow on the day of launching your business enterprise. (07 marks)
- (d) Develop a distribution schedule for the company (06 marks)

66. You are a sales manager for a carpentry workshop whose sales have been declining for past three months

- a) Write a monthly evaluation report for the sales department for the month of July 2016. (7 marks)
- b) Design a market survey guide to be used while carrying out market research. (6 marks)
- c) Formulate guidelines to be followed by sales persons while handling difficult customers. (7 marks)
- d) Write a credit status inquiry about Mukasa Isaac to the Bank manager who wants to be offered furniture worth shs10,000,000 on credit. (5 marks)

67. You are operating a fruit juice processing factory in Mukono and intend to open up another plant in Eastern Uganda

- a) Draft a programme for recruiting more employees. (7 marks)

- b) Develop terms and conditions for the sale of an old purifier. (6 marks)
- c) Design a brand label to be placed on the packaging materials. (5 marks)
- d) Prepare a feasible action plan to be followed while establishing a new plant. (7 marks)

68. You are managing a bakery that operates as a company and deals in production and distribution of bakery products

- a) Prepare a company profile for the bakery. (6 marks)
- b) Write a credit note to a customer who complained for being over charged. (6 marks)
- c) Present a marketing plan for the bakery. (7 marks)
- d) Prepare a company asset register. (6 marks)

69. You are operating a transport company with vehicles moving to different parts of the Country

- a) Design a service schedule for business vehicles. (7 marks)
- b) Present policy guidelines for minimizing operational costs. (7 marks)
- c) Write a warning letter to the transport officer for abuse of office (6 marks)
- d) Develop a newspaper advert for promoting your services. (5 marks)

70. You are a general manager of a business dealing in the manufacture of liquid soap.

- (a) Propose rules and regulations for ensuring proper code of conduct for your employees (7 marks)
- (b) Write a debit note to be used when correcting an undercharge on customers invoice (06 marks)
- (c) Prepare guidelines to ensure proper inventory management (06 marks)
- (d) Write a termination letter to an incompetent employee. (06 marks)

71. You have acquired a loan worth shs.60,000.000 for establishing a new branch of your metal works project. The loan is payable in six equal monthly instalments at a monthly interest of 2% on reducing balance methods.

- (a) Prepare a loan repayment schedule (07marks)
- (b) Prepare an action plan for the business expansion. (06marks)
- (c) Develop a week's work schedule for your employees (06 marks)
- (d) Formulate guidelines for proper loan management. (06 marks)

72. You have revived your meat packing factory by restocking the farm, installing new machinery and recruiting of new employees.

- (a) Write a notice inviting share-holders for a meeting to discuss the future prospects of the revived factory. (06 marks)
- (b) Design a programme for the induction of the newly recruited employees. (07 marks)
- (c) Formulate guidelines to ensure cost minimization and profit maximization. (06 marks)
- (d) Design a new stock card for proper stores management of your products. (06 marks)

73. You are operating a large scale bookshop in the centre of your town. You offer both cash and credit sales.

- (a) Formulate guidelines for selling goods on credit. (07 marks)

- (b) Make a radio advert to publicize your products. (05 marks)
- (c) Develop a business card for a sales manager. (06 marks)
- (d) Prepare a plan for taking an insurance policy. (07 marks)

74. You are a Human Resource Manager of a telecommunication company.

- a) Develop a job specification for an accountant. (6marks)
- b) Design a form to be used while appraising the performance of workers. (6marks)
- c) Prepare a motivation policy for the company. (6marks)
- d) Prepare a program for training employees. (7marks)

75. You have been appointed a Human Resource Manager for a meat processing factory processing factory which is experiencing challenges such as indiscipline among its employees

- (a) Draft a questionnaire to establish the causes of indiscipline among employees. (7 marks)
- (b) Develop a job application form to be used in recruitment of new employees. (6 marks)
- (c) Formulate staff rules and regulations to govern the discipline of factory employees. (7 marks)
- (d) Design a new arrival book for employees. (5marks)

76. You have been hired as a human resource manager of BLESSED RESTAURANT which is experiencing a high labour turnover.

- a) Identify the causes of the high labour turn over in the business. (07 marks)
- b) Prepare a job description for an accountant of the business. (06 marks)
- c) Design a procedure that should be followed by management when handling indisciplined employees of the business. (04 marks)
- d) Advise management on strategies that should be adopted for managing workers' discipline. (08 marks)

77. You are the Human Resource Manager of a bakery located in a populated town centre. You have identified the need to train the workers for increased output at minimum costs.

- a) Write a notice inviting all workers to a one day training workshop. (05marks)
- b) Prepare a one week training programme for the workers. (06marks)
- c) Develop guidelines to be followed to minimize costs of production. (08marks)
- d) Design a job advertisement for the post of marketing agent of the business. (06marks)

78. You have established a project dealing in agricultural produce which is expanding rapidly and you have decided to recruit more man power to handle the expansion requirements.

- a) Present a job application form. (6 marks)
- b) Design a program for recruitment for workers. (7 marks)
- c) Prepare rules and regulations for the workers. (7 marks)
- d) Draft a stock ledger to be used in your business. (5 marks)

79. You are a General Manager of a business that deals in production and distribution of milk products.

- a) Design a job application form to be used while recruiting new employees. (6marks)
- b) Prepare a programme to be followed while training employees of the business. (8marks)
- c) Present a monthly evaluation report to the Board of Directors for the month of July 2018. (6marks)

- d) Design a client's information form to be used in business. (5marks)
80. You have been hired as a Human Resource Manager of Blessed Restaurant which is experiencing a high labour turnover.
- (a) Identify the causes of the high labour turnover in the business. (07 marks)
  - (b) Prepare a job description for an accountant of the business. (06 marks)
  - (c) Design a procedure that should be followed by management when handling undisciplined employees of the business. (04 marks)
  - (d) Advise management on strategies that should be adopted for managing workers' discipline. (08 marks)
81. You are the general manger of a poultry farm operating as a social enterprise. You plan to expand your market share as well as improve on the general management.
- a) Write a theory of change of the enterprise;
  - b) Select a suitable medium and use if to promote your exercise.
  - c) Design an application form to be used in the recruitment exercise.
  - d) Draft the instructions that your employees should follow to observe quality.
82. You are a financial manager of a fast growing metal work shop working on the employed capital of Shs 200 million which was raised by long liability of Shs 80,000,000, the rest being owner's equity.
- (a) Draw a financial plan for your business. (08 marks)
  - (b) Write a memo informing the employees to pick their salaried from your office. (06marks)
  - (c) Design a local purchase order to be used by your business. (05 marks)
  - (d) Formulate policy guidelines for ensuring proper cash management for the business. (06marks)
83. You have been employed as a loans officer of a newly formed savings and credit co-operative society in your home area which offers loans to its clients.
- (a) Formulate a credit policy for the SACCO. (07marks)
  - (b) Draw a loan recovery programme for overdue debts. (08marks)
  - (c) Design a bank cash deposit slip to be used by your clients. (05marks)
  - (d) Suggest to the management five (5) ways that should be under taken to overcome resistance to change. (05marks)
84. You own a bakery on a small scale which supplies loaves of bread, doughnuts, cakes and bans to retailers, school canteens and super markets.
- (a) Prepare a marketing flow chart for your business product. (06marks)
  - (b) Design a production plan for your business (07marks)
  - (c) Draw a weekly marketing schedule for your project. (06marks)
  - (d) Formulate guidelines to ensure production of quality products. (06marks)
85. You have mobilized savings and established a business making gift bags and paper bags.
- (a) Develop its executive summary (06marks)
  - (b) Formulate guidelines for handling difficult customers. (06marks)
  - (c) Write an appointment letter to a newly recruited security officer at the workshop. (07marks)
  - (d) Draft a programme for preparing for negotiations with workers on a strike. (06marks)

86. You have decided to start a biscuits factory in your home town.

- a) Prepare guidelines you will follow to ensure gender balance of employees in the business, (07 marks)
- b) Write a letter of inquiry to one of the suppliers of raw materials. (06 marks)
- c) Draw a brochure you will use to advertise your business (06 marks)
- d) Write instruction that your employees should observe for proper maintenance of the factory machines (06 marks)

87. You are operating a metal fabrication business in your village town.

- (a) Prepare a production plan for your business (07 marks)
- (b) Estimate the pre-operating expenses for your business (06 marks)
- (c) Write a certificate of appreciation issued to one of the outstanding workers, (06 marks)
- (d) Draft rules that your employees will follow for effective time management in the business (06 marks)

88. You own 20 houses for rent in your home city. You charge each house shs 400,000. The government gives you a rent free allowance of shs2,820,000, 20% Of rent income for repairs and renovations and 20% rental tax rate.

- a) Compute rental tax paid in a year (07 marks)
- b) Give the benefits your business enjoys from paying taxes (07 marks)
- c) Draw a contractors board for one of your houses under construction. (06 marks)
- d) Present a policy for cleaning your houses. (05 marks)

89. You have been appointed a personnel manager of OWUNYA MOTOR GARAGE which is experiencing a high labour turnover.

- (a) Identify the causes of the high labour turn over in the business. (06 marks)
- (b) Prepare a job description for an accountant of the business. (06 marks)
- (c) Prepare a programme for recruiting an accountant in the business. (06 marks)
- (d) Advise management on strategies that should be adopted for managing workers' discipline. (07 marks)

90. Your bakery business is experiencing declining sales. You are in the process of reactivating the glory of the business.

- (a) Draw one week promotional programme for the business. (06 marks)
- (b) Write a report to the managing director on the market research you have carried out. (07 marks)
- (c) Design a marketing flow chart for your business. (05 marks)
- (d) Prepare a credit status inquiry on a new customer who wants your products worth shs. 10 million on credit. (07 marks)

91. You own bus transport business which has a fleet of buses. You have noted there is need to improve the way the business has been operating.

- (a) Design a new bus fare ticket for use in the business. (05 marks)
- (b) Draw daily travel schedule for the buses. (07 marks)
- (c) Prepare a weekly maintenance programme for your buses. (06 marks)
- (d) Formulate guidelines for your employees to observe for proper handling of the buses.

(07 marks)

92. You have been employed as the human resource manager of LMZ factory.

The workers have become undisciplined since the retirement of the former Human Resource Officer.

(a) Design a time sheet for use in the business. (06 marks)

(b) Write a code of conduct for the staff to observe so as to promote discipline. (07 marks)

(c) Prepare a job specification for the post of a human resource officer. (06 marks)

(d) Design a staff appraisal form for use in the business. (06 marks)

93. Recently you and your colleague took over a private company. You have resolved to turn it into a public company dealing in hardware.

(a) Design a share certificate to be issued to shareholders (06 marks)

(b) Prepare a memorandum of association for registration of the Company (06 marks)

(c) Write a profile of the company (06 marks)

(d) Design an asset register for the company. (07 marks)

### **PROJECT QUESTIONS ON SOCIAL ENTREPRENEURSHIP QNS 94-97**

94. You have established a social enterprise aimed at eradicating malaria in your area.

(a) Formulate the enterprises

(i) Vision statement (02 marks)

(ii) Mission statement (02 marks)

(b) Design a root cause analysis for malaria. (07 marks)

(c) Design an application form you will use in the recruitment of a clinical nurse. (07 marks)

(d) Prepare a certificate of merit in honour of an employee for outstanding performance.

(07 marks)

95. Your home village is experiencing deforestation and you have attained a loan of shs 50,000,000 to establish a social enterprise to overcome social challenges associated with deforestation.

a) Prepare a capital expenditure budget. (6marks)

b) Present a theory of change for the social enterprise. (6marks)

c) Formulate guidelines for enhancing creativity among employees. (7marks)

d) Prepare a GEPIC structure of advocacy for enterprise mission. (6marks)

96. Your social enterprise has received shs. 200,000,000 from World Health Organisation for promoting public health. It has been discovered that there is too much littering and you are advocating for litter free environment.

(a) Present a root cause analysis for improper waste disposal. (07marks)

(b) Write a speech you will present to the members of the public about your invention. (08marks)

(c) Formulate a policy for enhancing gender partnership. (07marks)

(d) How will you ensure sustainability of your project? (03marks)

97. You plan to start a plastic and waste management project in your community.

a) state the

i. Vision (1 mark)

ii. Mission (2 marks)



- iii. objectives of the business (3 marks)
- b) prepare GEPIC structure advocacy of the community (5marks)
- c) Draw a programme for the official launch of the project by the district environment officer (6marks)
- d) Formulate guidelines for ensuring safety and security of your employees at the work place (8marks)

### **A LEVEL ENTREPRENEURSHIP SUPPLEMENTALY PROJECT QUESTIONS**

1. You own a business centre selling stationery and providing secretarial and mobile phone communication services. Since the business is growing fast, you receive many customers hence need more staff.
  - (a) Design visitors' book. (6marks)
  - (b) Draft a statement of account for a regular customer for the month of June 2011. (7marks)
  - (c) Draw a program to promote your products. (6marks)
  - (d) Write a code of conduct for the staff to observe so as to promote discipline. (6marks)
2. You are employed as a Marketing Manager in a Tea Processing Factory.
  - Design a questionnaire to be used to collect information from customers. (8marks)
  - Prepare a debit note for a customer whose invoice has been under charged. (5marks)
  - Prepare a marketing flow chart for the products. (6marks)
  - Write a monthly evaluation report for the marketing department to the managing director. (6marks)
3. You own a tour travel business operating with 10 buses. Your buses move to different parts of the country.
  - Prepare a capital expenditure budget for your company.
  - Prepare a weekly travel schedule for your buses.
  - Draft a vehicle maintenance programme for your buses.
  - Write a letter of recommendation to one of your drivers seeking to join the Ministry of Works.
  - Design a sample of a bus ticket to be used in your business.
4. You have been recruited as a Human Resource Manager (HRM) in a business dealing manufacture of animal feeds. You are charged with the responsibility of filling up all the vacant position in the enterprise.
  - (a) Present a one month's programme you will follow when recruiting the new employees. (8marks)
  - (b) Write a termination letter to the financial controller for neglect of duty. (6marks)
  - (c) Draw an organizational chart for the organization. (5marks)
  - (d) Design an appraisal form used in the performance appraisal exercise. (6marks)
5. You intend to establish a Fish Farming Project:
  - (a) List what you will require to start if. (5marks)
  - (b) Describe the challenges you are likely to face and how you will overcome them. (7marks)
  - (c) Explain how your project is likely to benefit the society around. (6marks)
  - (d) How would you promote good customer relations in your business?

6. You are preparing a Fruit Selling Project in which you are the Marketing Manager and Production Manager.

- (a) Prepare a sign post for your business. (5marks)
- (b) Prepare an advert for the post of a marketing manager. (5marks)

7. You are operating a Restaurant in your home town.

- (a) Write a letter of inquiry to Lukwago food Suppliers in Nakasero Market for local foods you intend to purchase. (6marks)
- (b) Having been satisfied with the quotation received; prepare a purchase order for local foods to be used in your Restaurant. (6marks)
- (c) Prepare a credit note for over invoiced foods. (Assume incorrect figure to be 1,000,000/= shillings and correct figure to be 850,000 shillings). (7marks)
- (d) Design a sample of Tax Invoice that you may be issued with upon commitment to pay Tax. (6marks)
- (e) Write a circular inviting all your employees for an urgent meeting. (5marks)
- (d) Of what importance is market research in your business? (10marks)

8. You are operating a furniture workshop producing various types of furniture products.

- (a) Prepare a quotation to be issue to a customer who has just placed an inquiry. (7marks)
- (b) Design a sample of a cash sale slip to be used in your business. (5marks)
- (c) Prepare an invoice to be issued to a customer who has just purchased on credit basis. (Assume purchases of UGX 700,000/=). (6marks)
- (d) Prepare a statement of account for your business products. (7marks)

9. You own business Consumption Bureau providing different business guidance such as how to design business purchasing documents and other correspondences.

- (a) You are approached by Kampala Tax Authority to help and design for them a Taxi Invoice. (7marks)
- (b) Design a sample of a Delivery Note for Jack and Jim enterprises Ltd. This business deals in production and supply of furniture products. (7marks)
- (c) Design a sample of a good Returned Note for the business in (b) above. (6marks)
- (d) Design a sample of a Sign Post for business in (b). (5marks)

10. You own a factory producing plastic product which sells on both cash and credit basis.

- (a) Prepare a Statement of Accounts for the business. (7marks)
- (b) Write a bill of exchange to your debtor DMX Retail Shop for shs 180,000 (6marks)
- (c) Prepare a Cash Sale slip for goods bought on cash basis. (5marks)
- (d) Prepare a Debit Note reflecting an undercharge of shs 50,000. The correct figure should have been shs 300,000. (7marks)

11. You are a Purchasing Manager of a Bakery Business, charged with a task of purchasing the business' raw materials.

- (a) Write a letter of inquiry to Maxiwell Enterprises for wheat flour, baking flour and sugar. (7marks)
- (b) Prepare a purchase order for the raw materials in (a) above. (7marks)
- (c) Write a Promissory Note promising to pay a total amount of the order in (b) above. (6marks)

(d)Because of your technical expertise, you have been requested by the General Manager to design a sample of an invoice for use in business. (5marks)

12.You have opened up a Bar and Restaurant business in the city centre of Kampala.

(a)Prepare a Menu for your Restaurant section. (6marks)

(b)Design an advertising sign post for the business. (6marks)

(c)What challenges are you likely to face while operating the business?

(d)What are the likely benefits of the company to the locality?

13You intend to establish a fish farming project.

(a) Mention what you will require to start it. (5marks)

(b) Describe the sources of funds for your business start-up. (10marks)

(c) Of what importance is your project to the society where it is located? (10marks)

14You are operating wedding cakes making project.

Outline the materials you require for the project.

Give reasons for maintaining quality cakes in your project.

State the risks your project faces during its operations.

How can the project benefit the society? (25marks)

15You are operating a bus company on a large scale.

(a)Design a receipt to be issued to your customers.

(b)Write a letter inviting your employees for an urgent meeting.

(c)Write a short notice informing your customers about a temporary closure of your business bus company.

(d)Design a sign post for your bus company.

(e)(i)Distinguish between promotion and advertising. (2marks)

(ii)Of what importance of advertisement to an entrepreneur? (4marks)

16You are operating a Boutique selling different types of clothes.

(a) Write a mission statement of your business. (4marks)

(b) Design a Brochure for advertising your products. (8marks)

(c) Prepare a cash sale slip for a customer who has purchased on cash basis. (5marks)

(d) Write an application letter to the Town Authority for renewal of a Trading License. (8marks)

17You are operating a furniture workshop producing various types of products.

(a) Write a vision statement of your products. (4marks)

(b) Design a business card to be given to customers. (6marks)

(c) Prepare a production plan used in your workshop. (8marks)

(d) Formulate guidelines to be followed when selling your products on credit. (7marks)

18You are operating a Bus company in your home town.

(a) Design a bus ticket you will issue to your clients who have paid the bus fares. (6marks)

(b) Write a Memo to an operations manager inviting him for a meeting to discuss about service delivery. (6marks)

(c) Design a Radio Announcement to inform the public about your better Bus Services. (7marks)

(d) Formulate;

- (i) Two goals for your projects. (2marks)
- (ii) Four objectives of your project. (4marks)

19. You are running a fish smoking project at Gaba Beach and you are planning to recruit more employees in order to increase on the volume of output.

- (a) Explain the employees in your enterprise. (8marks)
- (b) What methods are you planning to use when sourcing for more workers for the business? (6marks)
- (c) Explain the negative effects your project is causing to the environment. (6marks)
- (d) Show the measures undertaken to ensure that the dangers caused by your business won't affect the environment. (5marks)

20. You are operating a large scale business dealing in the construction of all the different types of structures.

- (a) Write the mission statement of your company. (4marks)
- (b) Design an advert for promoting your services. (6marks)
- (c) Prepare a work order form for your customers. (6marks)
- (d) Prepare a job description for the assistant production manager. (9marks)

21. You have secured shs 30,000,000 from "Tujjakuyita credit Scheme Company" to start a project of printery.

- (a) Prepare both a financial and budget for your organization. (12marks)
- (b) Design an organization chart for your business. (4marks)
- (c) Draft a work schedule form for your workers. (5marks)
- (d) What are the reasons for drafting a work schedule form for your employees? (4marks)

22. You are General Manager of a motor garage that offers credit facilities to customers as a sales promotion strategy.

- (a) Prepare a credit recovery programme for the business. (8marks)
- (b) Develop credit terms and conditions for your business. (5marks)
- (c) Prepare a brochure to be issued to potential customers. (6marks)
- (d) Develop;
  - (i) two goals (2marks)
  - (ii) four objectives of your project (4marks)

23. You own a factory producing plastic products and customers are complaining about the quality of your products.

- (a) Write a memo to the production manager about the complaints raised by customers. (6marks)
- (b) Prepare guidelines to be followed by the production manager for improving the quality of the products. (8marks)
- (c) Design a market survey guide for your new products. (5marks)
- (d) Design a new stock card for your improved products. (5marks)

24. Your farm is persistently due to mishandling. You are planning to sell it off in order to acquire a new one.

- (a) Prepare the terms and conditions for the sale of the old tractor. (7marks)

- (b) Prepare a purchase order for a new tractor. (6marks)
- (c) Design a service schedule for the new tractor. (6marks)
- (d) Draft rules and regulations to be followed by your employees when handling the new tractor. (6marks)

25. You own a business centre selling stationery and providing secretarial and mobile phone communication services. Since the business is growing fast, you receive many customers hence need more staff.

- (a) Design visitors' book. (6marks)
- (b) Draft a statement of account for a regular customer for the month of June 2011. (7marks)
- (c) Draw a program to promote your products. (6marks)
- (d) Write a code of conduct for the staff to observe so as to promote discipline. (6marks)

26. You own a business centre selling stationery and providing secretarial and mobile phone communication services. Since the business is growing fast, you receive many customers hence need more staff.

- (a) Design visitors' book. (6marks)
- (b) Draft a statement of account for a regular customer for the month of June 2011. (7marks)
- (c) Draw a program to promote your products. (6marks)
- (d) Write a code of conduct for the staff to observe so as to promote discipline. (6marks)

27. You are employed as a Marketing Manager in a Tea Processing Factory.  
Design a questionnaire to be used to collect information from customers.

(8marks)

Prepare a debit note for a customer whose invoice has been under charged.

(5marks)

Prepare a marketing flow chart for the products. (6marks)

Write a monthly evaluation report for the marketing department to the managing director. (6marks)

28. You own a tour travel business operating with 10 buses. Your buses move to different parts of the country.

Prepare a capital expenditure budget for your company.

Prepare a weekly travel schedule for your buses.

Draft a vehicle maintenance programme for your buses.

Write a letter of recommendation to one of your drivers seeking to join the Ministry of Works.

Design a sample of a bus ticket to be used in your business.

29. You have been recruited as a Human Resource Manager (HRM) in a business dealing manufacture of animal feeds. You are charged with the responsibility of filling up all the vacant position in the enterprise.

- (a) Present a one month's programme you will follow when recruiting the new employees. (8marks)
- (b) Write a termination letter to the financial controller for neglect of duty. (6marks)

- (c) Draw an organizational chart for the organization. (5marks)
- (d) Design an appraisal form used in the performance appraisal exercise. (6marks)

You are operating a business that deals in growing mushrooms amidst many competitors.

- a) Draft a working capital budget for the business. (06 marks)
- b) Present a marketing flow chart for the business. (05 marks)
- c) Write policy guidelines to maximize profits in your enterprise. (07 marks)
- d) Present a weekly distribution schedule for your products. (07 marks)

You have been appointed as a general manager of a business that supplies coffee seedlings to your community members to fight poverty.

- a) Prepare a theory of change to meet your vision. (6 marks)
- b) Develop a financial plan for the business having received Shs.10,000,000/= (6 marks)
- c) Present guidelines for fighting poverty in your community. (6 marks)
- d) Design a goods received note for use in your business. (7 marks)

You are operating a Bakery Business with six friends as a partnership.

- a) Prepare a Partnership Agreement for your business. (7 marks)
- b) Write a Notice inviting all the partners for an Annual General Meeting. (5 marks)
- c) Design a Brand Label to be placed on the packaging materials for your Bread. (6 marks)
- d) Prepare a purchasing Programme for inputs in your business. (7 marks)

You own an electronics business operating on hire purchase. To promote good customer care, you intend to review the marketing strategies.

- (a) Design a new marketing plan for your business. (07 marks)
- (b) Describe the various sources from which you will establish the credit worthiness of your customers. (06 marks)
- (c) Explain the various ways you will use to encourage customers pay promptly. (06 marks)
- (d) Prepare an invoice to one of your credit customers. (06 marks)



You are operating a Bakery business in your locality.

- (a) Design a one week promotional programme for your products. (06 marks)
- (b) Draft policy Guidelines to ensure discipline of Employees. (07 marks)
- (c) Write up an Asset register for your business. (05 marks)
- (d) Prepare a site plan for your business. (07 marks)

You have been advanced Shs. 10,000,000 by "OPERATION WEALTH CREATION".

You plan to start a poultry farm in your locality.

- (a) Prepare a capital expenditure budget for the poultry farm. (05 marks)
- (b) What factors will you consider when choosing the suppliers of the poultry feeds. (06 marks)
- (c) Present a vaccination programme you will use in your poultry farm. (07 marks)
- (d) Write a letter inviting the District veterinary officer to come for inspection of your poultry farm. (07 marks)

You intend to start a market Gardening project dealing in the production and marketing of vegetables and fruits.

- (a) What factors will you consider when determining the potential market for your products? (05 marks)
- (b) Prepare an implementation plan for your project. (08 marks)
- (c) How will your project endanger the natural environment? (05 marks)
- (d) What measures will you put in place in order to win competition in business? (07 marks)

You are operating a supermarket. The National Environment Management Authority (NEMA) has passed a law banning the use of polythene bags (Kaveera) because of its dangers to the natural environment.

- (a) Outline the alternative packaging materials you are to use following the NEMA directive. (05 marks)
- (b) Design a label you will put on the packaging materials. (07 marks)
- (c) What factors will you consider when choosing the packaging materials to use in your supermarket? (07 marks)
- (d) Write a notice informing your staff of the NEMA directive. (06 marks)

You are operating a fruit processing project and you would like to recruit sales agents to carry out marketing.

- (a) Prepare a job specification for the post of sales agent. (05 marks)
- (b) Work out an Administrative plan for your project. (08 marks)
- (c) Design a purchases order to be used when ordering materials for your business. (07 marks)
- (d) Formulate policy guidelines for developing creative ability among your staff. (05 marks)

You have received Shs. 50,000,000 from BETTING. You plan to start a business.

- a) Prepare a pre-operational budget for your business. (05marks)
- b) Write an invitation letter to the District Community Development Officer to come and advise you on the business you have planned. (07marks)
- c) Prepare a financial plan for your project. (08marks)
- d) Design a logo to be used by the business. (05marks)

You are operating a book shop and your stock is fond of being misallocated and disorganized from and within the business.

- a) Design a stock card for use in the business. (07 marks)
- b) Prepare policy guidelines for ensuring proper inventory management. (05marks)
- c) Design a credit note to be used in your book shop. (06marks)
- d) Prepare a statement of account for WAKISSHA High school. (07marks)



You have been chosen a Director Of Studies in your school.

- a) Write a memo informing teachers to submit End of term 1 examinations. (05marks)
- b) Draft the end of term 1 examinations time table. (07marks)
- c) Formulate Rules and Regulation to be followed during the examination exercise. (06marks)
- d) Develop an "A" level end of term report for your school. (07marks)

You are operating a fruit processing business, you would like to recruit sales agents to carry out marketing.

- a) Give a job description for the post of sales agent (05mks)
- b) Prepare an administrative plan for your company. (08mks)
- c) Write a purchase order to be used when ordering material for your business. (07mks)
- d) Formulate policy guidelines for developing creative ability among your staff. (05mks)

You are a new entrepreneur in your Locality operating a powerful juice processing project.

- a) Write down guidelines to foster innovation in your project. (05marks)
- b) Prepare an induction programme for employees in the project. (08marks)
- c) Prepare an implementation plan for your project. (06marks)
- d) Design a personal identification card. (06marks)

You own Badilisha Popcorn Project.

- a) Issue a cash sales slip to a customer who has bought 3 packets of popcorn each at Shs 1,000. (05mks)
- b) Prepare a weekly marketing distribution schedule for your products. (05mks)
- c) Make a programme to be followed while insuring your project and claiming compensation. (07mks)
- d) Prepare a production plan for your project. (08mks)

You are operating a unisex saloon

- a) Prepare a working capital budget for Shs 500,000 (05mks)
- b) A certificate of appreciation to be issued to employees with outstanding performance. (07mks)
- c) Prepare a price list for your products. (05mks)
- d) Write a letter to the Headteacher of a nearby school requesting him/her to offer your services at that school. (08mks)

You have obtained a bank loan of sixty million shillings for expanding your commuter tax business. The loan is payable in eight equal monthly installments at an interest rate of 4% per month on reducing balance method.

- a) Prepare the loan repayment schedule. (08mks)
- b) Formulate guidelines for proper loan management. (07mks)
- c) Design a fare ticket for your passengers. (05mks)
- d) Using a suitable media of communication, inform all your drivers about the workshop on road accident due to take place. (05mks)