

# UMMUL QURA HIGH SCHOOL

## First Term 2020/2021 Academic Session

Arowona Bus-stop, Akanran Road, Ibadan

Subject: Business Studies . Class: JSS1. Duration : 1hr: 30mins

### Objective Questions :

1. \_\_\_\_ is a unit where relevant records are prepared.

- (a) Office
- (b) Organization
- (c) Store
- (d) Department

2. The top of the office career ladder is referred to as \_\_\_\_.

- (a) Manager
- (b) Clerical staff
- (c) Teacher
- (d) Farmer

3. \_\_\_\_ is the one who supervises the day-to-day running of the department.

- (a) Junior clerk
- (b) Senior clerk
- (c) Supervisor
- (d) Clerical assistance

4. Which of the following is not career opportunity in Business studies?

- (a) Manager
- (b) Office staff
- (c) Police officer

(d) Supervisor

5. \_\_\_\_ is the overall work one does in a given job in one's life.

(a) Career.

(b) Opportunity.

(c) Knowledge.

(d) Exchange

6. Which of the following is the function of the office?

(a) To receives information

(b) To facilitates trade

(c) To evaluates value.

(d) To provide raw materials

7. \_\_\_\_ are the professional workers in an office.

(a) Office staff

(b) Factory staff

(c) Office salary

(d) Job quality

8. The one who performs the day-to-day duties of a typical office is called \_\_\_\_.

(a) Clerical staff

(b) Office manager

(c) Office staff

(d) Company share

9. Information is recorded and arranged by a \_\_\_\_.

(a) Police officer

(b) Manager

(c) Office gossipers

(d) Clerical staff

10. A clerical staff must possess \_\_\_\_ quality.

(a) Personal

(b) Confidential

(c) Informational

(d) Satisfactory

11. Possession of a good secondary school is a \_\_\_\_ quality.

(a) Job

(b) personal

(c) Clerical

(d) International

12. Having a good selection of reference books is a \_\_\_\_ quality.

(a) Personal

(b) Confidential

(c) Job

(d) Traditional

13. \_\_\_\_ is the keeping of information of an office secret from the competitors.

(a) Confidentiality of office information

(b) Confidentiality of office equipment

(c) Confidentiality of principal office

(d) Information technology

14. \_\_\_\_ is tact of being ready to begin each task at the appointed time.

(a) Responsibility

(b) Irritability

(c) Punctuality

(d) Integrity

15. \_\_\_\_ means getting involved in the daily task in an organization.

(a) Commitment

(b) Concentration

(c) Realization

(d) Aggressiveness

16. The quality of being keeping to the same principle is called \_\_\_\_.

(a) Consistency

(b) Continuity

(c) Informality

(d) Regularity

17. A regular employee may be considered for pay rise and \_\_\_\_.

(a) Promotion

(b) Demotion

(c) Employment

(d) Production

18. \_\_\_\_ to work is the putting ones best in order to achieve a goal.

(a) Demotion

(b) Promotion

(c) Devotion

(d) Addiction

19. A part of a larger organisation with specific responsibility is referred to as \_\_\_\_.

(a) Segment

(b) Department

(c) Specialization

(d) Deregulation

20. Which of the following is a part of department.

(a) Building

(b) House

(c) Sales

(d) Association

21. Welfarism and discipline of the members of staff are the responsibility of \_\_\_\_.

(a) Sales

(b) Building

(c) Personnel

(d) Expenditure

22. The department that deals with the various purchases is \_\_\_\_\_ department.

(a) Return

(b) Building

(c) purchase

(d) Responsibility

23. The buying and selling of goods and services is called \_\_\_\_.

(a) Commerce

(b) Trade

(c) Income

(d) Foreign

24. The selling of goods available in an organization is the responsibility of \_\_\_\_ department.

(a) Salary

(b) Wages

(c) Sales

(d) Customers

25. \_\_\_\_ department repairs and replaces goods to the customers.

(a) Sales

(b) Building

(c) Damages

(d) Purchases

26. \_\_\_\_ department keeps proper records of receipts from sales.

(a) Return

(b) Sales

(c) Administrative

(d) Communication

27. The activities provides support to trade is referred to as \_\_\_\_.

(a) Transportation

(b) Aids to trade

(c) Commerce

(d) Transformation

28. The movement of people and goods from one place to another is called \_\_\_\_.

(a) Reformation

(b) Transportation

(c) Communication

(d) Relocation

29. Commer facilitates access to available funds through \_\_\_\_.

(a) Purchasing

(b) Banking system

(c) Information systems

(d) International trade

30. The risks in commercial activities is covered through \_\_\_\_.

(a) Insurance

(b) Budgeting

(c) Wages

(d) Salary

31. Information are passed to the people about new and existing goods through \_\_\_\_.

(a) Allocation

(b) Advertising

(c) Network system

(d) Transportation system

32. \_\_\_\_ encourages production of goods ahead of demand.

(a) Commerce

(b) Department

(c) Office

(d) Transportation

33. The keeping of goods temporarily before they are needed is \_\_\_\_.

(a) Storing

(b) Passing

(c) Communication

(d) Concentration

34. A place where people save and borrow money is called \_\_\_\_.

(a) Bank

(b) Loan

(c) Hospital

(d) Organisation

35. \_\_\_\_ is the movement of the people from their residence for relaxation and sight seeing.

(a) Tourism

(b) Bank

(c) Communication

(d) Transportation

36. A place where goods are stored temporarily before needed is called \_\_\_\_.

(a) Warehousing

(b) Basket

(c) Bank

(d) Silo

37. The form of trade that is carried out within a country is referred to as \_\_\_\_ trade.

(a) Home

(b) International

(c) Foreign

(d) External

38. Home trade can be divided into \_\_\_\_.

(a) 8

(b) 4

(c) 2

(d) 5

39. The creation of goods and services to satisfy human want is referred to as \_\_\_\_.

(a) Production

(b) Information

(c) Construction



(d) Communication

40. Production can be divided into \_\_\_\_.

(a) 2

(b) 4

(c) 6

(d) 3

Theory :

Instructions : Answer any three questions.

1i. What is Trade?

ii. Mention the types of trade.

iii. State three (3) examples of local goods

2i. what is Department?

ii. Mention three (3) forms of department.

iii. State two (2) functions of sales department.

3i. What is Production?

ii. State the three (3) types of industry.

iii. Mention two (2) examples of extractive industry

4i. What is an Office?

ii. State three (3) functions of an office

iii. Mention two (2) types of office.

5i. What is Business studies?

ii. Mention three (3) career in Business studies.

iii. State three (3) components of Business studies.