

# UMMUL QURA HIGH SCHOOL

## First Term 2020/2021 Academic Session

Arowona Bus-stop, Akanran Road, Ibadan

Subject: Business Studies . Class: JSS2. Duration : 1hrs : 30mins

1. The branch of Business studies that deals with office skill, administration and management is called \_\_\_\_\_.
  - (a) Shorthand
  - (b) Office practice
  - (c) Bookkeeping
  - (d) Key-boarding
2. Land is to rent as capital is to \_\_\_\_\_.
  - (a) Range
  - (b) Interest
  - (c) Wages
  - (d) state in Nigeria
3. Which of the following is not a characteristic of a Sole trader?
  - (a) He provides capital alone
  - (b) He goes about collecting tax for government
  - (c) He makes decisions on his own
  - (d) He takes all the profit or loss
4. The department that is responsible for the preparation of workers wages and salaries is \_\_\_\_\_.
  - (a) Account
  - (b) Personnel
  - (c) Production
  - (d) Sales
5. Which of the following is not a source documents?
  - (a) Invoice
  - (b) Exercise book
  - (c) Cheque
  - (d) Receipts
6. What is the principal book of account?
  - (a) Ledger
  - (b) Invoice
  - (c) Credit Note
  - (d) Debit Note
7. When a buyer pays for goods bought from seller, he is usually given \_\_\_\_\_.
  - (a) Voucher

- (b) Credit note
  - (c) Debit note
  - (d) Receipts
8. One major disadvantages of Sole proprietorship is \_\_\_\_.
- (a) Quick decision are taken
  - (b) Death of owner may lead to the end of the business
  - (c) The owner takes all the profit
  - (d) The owner sleeps and work alone
9. The written agreement between partners is \_\_\_\_.
- (a) Partners documents
  - (b) Partners salary
  - (c) Partnership deeds
  - (d) Partnership business
10. Goods bought on credit are recorded in the \_\_\_\_.
- (a) Purchase journal
  - (b) Sales journal
  - (c) Trial balance
  - (d) Ledgers
11. The documents used to correct errors of overcharged made is \_\_\_\_.
- (a) Debit note
  - (b) Invoice
  - (c) Credit note
  - (d) Receipts
12. A financial institution where we keep money and valuable goods is \_\_\_\_.
- (a) Insurance
  - (b) Hotel
  - (c) Bag
  - (d) Commercial bank
13. The process through which new products are brought to the notice of the public is known as \_\_\_\_.
- (a) Advertising
  - (b) Commerce
  - (c) Insurance
  - (d) Transport
14. The act of making financial plan on income and expenditure is called \_\_\_\_.
- (a) Tax
  - (b) Budget
  - (c) Finance
  - (d) Salary
15. Re-exporting of goods brought into Nigeria to other country is known as \_\_\_\_.
- (a) Entrport
  - (b) Export

- (c) Import
  - (d) Retail
16. What is commerce? It is \_\_\_\_\_.  
(a) Producing raw materials  
(b) Selling of two material  
(c) Buying and selling of goods and services  
(d) Giving of arms to the poor and needy
17. Trade could be referred to as \_\_\_\_\_.  
(a) an organization  
(b) buying and selling of goods and services  
(c) buying of goods only  
(d) selling of goods only
18. Which of the following is not a source documents?  
(a) Invoice  
(b) Cheque  
(c) Supermarket  
(d) Receipts
19. Items of home trade do not includes \_\_\_\_\_.  
(a) Kolanut  
(b) Yam  
(c) Handset  
(d) Cows
20. One of these is not a division of occupation?  
(a) Constructive occupation  
(b) Military occupation  
(c) Manufacturing occupation  
(d) Tertiary occupation
21. Water corporation of Oyo State is typical examples of \_\_\_\_\_.  
(a) Government business  
(b) Limited liability company  
(c) Public enterprises  
(d) Cooperative society
22. The documents sent to the buyer correcting and undercharged is called \_\_\_\_\_.  
(a) Credit note  
(b) Debit note  
(c) Invoice  
(d) Overdraft
23. Which of the following is not a source documents?  
(a) Credits note  
(b) Ledger  
(c) Receipt  
(d) Invoice

24. All goods returned to the suppliers due to defects are recorded in \_\_\_\_.
- (a) Purchases journal
  - (b) Sales journal
  - (c) Return book
  - (d) Return outward journal
25. The place where goods are stored until they are needed is known as \_\_\_\_.
- (a) Space bar
  - (b) Warehouse
  - (c) Room
  - (d) House
26. All goods returned by the customers due to problems are recorded in \_\_\_\_.
- (a) General journal
  - (b) Return Inward journal
  - (c) Return outward journal
  - (d) Sales journal
27. The person who coordinate, direct and manage other factors of production is \_\_\_\_.
- (a) Supervisor
  - (b) Manager
  - (c) Entrepreneur
  - (d) Director
28. The following are the services rendered by communicating agencies except \_\_\_\_.
- (a) Telephone
  - (b) Postal
  - (c) Telegraph
  - (d) Courier
29. Our subject Business studies consist of \_\_\_\_ unit of study.
- (a) Seven
  - (b) Five
  - (c) Six
  - (d) Four
30. The factors that coordinates or make use of the other factors of production is \_\_\_\_.
- (a) Land
  - (b) Capital
  - (c) Entrepreneur
  - (d) Interest
31. Which of the following is not a source of fund to cooperative societies?
- (a) Interest on loan to members
  - (b) Equity share
  - (c) Interest on bank deposit
  - (d) Members saving
32. Clerical duties are carried out in a/an \_\_\_\_.
- (a) Kitchen

- (b) Factory
- (c) Bed room
- (d) Office

33. The two types of office are \_\_\_\_\_.

- (a) Small and big
- (b) Wide and narrow
- (c) Short and long
- (d) Big and large

34. Business studies students can become any of these except \_\_\_\_\_.

- (a) Banker
- (b) Medical doctor
- (c) Business woman
- (d) Accountant

35. Which of these books is used to record mail coming into an office?

Diary

- (a) Attendance register
- (b) Inward mail register
- (c) Minutes of the meeting
- (d) Staff movement book

36. The following are the qualities of a good receptionist except \_\_\_\_\_.

- (a) Courtesy
- (b) Good human relations
- (c) Neatness
- (d) Richness

37. \_\_\_\_\_ is a proof of payment from the seller to the buyer.

- (a) Cash book
- (b) Cash receipts
- (c) Credit note
- (d) Order

38. The head of an account department is known as \_\_\_\_\_.

- (a) Production manager
- (b) Financial controller
- (c) Market manager
- (d) Personal manager

39. The head of production department is known as \_\_\_\_\_.

- (a) Production manager
- (b) Personal manager
- (c) Financial controller
- (d) Marketing manager

40. One of these is a reward for truthfulness.

- (a) Shame
- (b) Breaking

(c) Promotion

(d) Failure

## Section B

1a. Define Trade.

b. State two (2) forms of trade

c. Mention seven (7) aid to trade.

2a. Define Receptionist

b. Outlines two (2) duties of a receptionist.

c. State four (4) types of journal.

3a. What is Book-keeping?

b. State two (2) importances of Book-keeping.

4. Enter the following transactions of Femi & Son Ltd. in the Sales day book for the month of January 1991.

Jan. 1, 1991. Sold to Roger Milla

20 bags of sugar at #40 each.

12 plates at #140 each.

Jan. 12, 1991. Sold to Shorunmu.

5 bags of cements at #40 each.

5 packets of tea at #20 each.

Trade discount at 10%.

Jan. 17, 1991. Sold to MTN.

10 bags of cements at #40 each.

5 packets of tea at #20 each.

Trade discount at 10%.

Jan. 27, 1991. Sold to Muibat.

15 shoes at #60 each.

100 parking shirt at #13 each.

Trade discount at 5%