**PATFIN HIGH SCHOOL, AKESAN, LAGOS STATE**

**THIRD TERM EXAMINATION [2018/2019]**

**SUBJECT: BUSINESS STUDIES CLASS: J. S. S. 2**

**SECTION A OBJECTIVES**

**Instruction: answer all questions in this section. DURATION: 1 hour 30 mins**

1. A \_\_\_\_\_\_\_\_\_ is a clear division of a piece of writing.
2. Setup b) Margin c) Paragraph d) Pages
3. In typewriting, the correction sign “NP” means \_\_\_\_\_\_\_\_\_\_\_\_\_.
4. New Photograph b) New Paragraph c) New Paper d) All
5. A letter written to staffs within an organization is called \_\_\_\_\_\_\_\_\_\_.
6. Memo b) Letter c) Memorandum d) A & C
7. The money paid for insurance is called \_\_\_\_\_\_\_\_\_\_.
8. Price b) Premium c) Interest d) Rent
9. The property to be insured is called \_\_\_\_\_\_\_\_\_\_.
10. Insurable interest b) Insurance c) Insurable material d) Substance of insurance
11. There are \_\_\_\_\_\_\_\_\_\_ universal consumer rights.
12. 2 b) 8 c) 5 d) 11
13. A ledger usually has \_\_\_\_\_\_\_\_\_\_\_\_\_\_ main sides.
14. Four b) Two c) Three d) One
15. The account clerk that keeps a petty cash book is called a/an \_\_\_\_\_\_\_\_\_\_\_.
16. Petty cashier b) Accountant cashier c) Bursar d) Clerk
17. Aids to trade include all these except \_\_\_\_\_\_\_\_\_\_\_.
18. Tourism b) Marketing c) Communication d) Banking
19. Which of these is not a legal tender in Nigeria?
20. ₦100 note b) ₦200 note c) Postage stamps d) ₦5note
21. A place where buyers and sellers meet for exchanging goods and services is refers to as \_\_\_.
22. Market b) Shop c) Trade d) Avenue
23. A portable machine used in office for mathematical operation is called a \_\_\_\_\_\_\_\_\_\_\_.
24. Calculator b) Fax c) Photocopier d) Handset
25. Which of these types of paragraph has no indention?
26. Hanging paragraph b) Indented paragraph c) Standing paragraph d) Block paragraph
27. In speed measurement \_\_\_\_\_\_\_\_\_strokes equal one word.
28. 8 b) 2 c) 5 d) 4
29. Line spacing determines the amount of vertical space between the lines of text in a paragraph.
30. Yes b) No c) False d) All of the above
31. ‘Trans’ in typewriting means \_\_\_\_\_\_\_\_\_\_\_.
32. Transport b) Transfer c) Transparency d) None
33. Which of these office equipment do you need to electronically reproduce an exact copy of a document?
34. Fax machine b0 Photocopier c) Carbon paper d) Typewriter
35. There are only \_\_\_\_\_\_\_\_ parts to a memorandum.
36. 4 b) 8 c) 6 d) 3
37. A \_\_\_\_\_\_\_\_\_\_\_ is a proof of payment.
38. Cash b) Bank draft c) Receipt d) All
39. A device used in keeping files and other portable important office valuables is called \_\_\_\_\_.
40. Filing cabinet b) Computer c) Stapler d) Duplicator
41. Letters coming into an organization are \_\_\_\_\_\_\_\_\_\_ mails.
42. Organizational b) Internal c) Incoming d) All
43. Below are insurance policies except \_\_\_\_\_\_\_\_\_\_\_\_.
44. Fire b) Life c) Earthquake d) Marine
45. For each error made in speed measurement \_\_\_\_\_\_\_\_\_ words are deducted as penalty.
46. 10 b) 20 c) 5 d) 8
47. Buying and selling of goods and services within a country is called \_\_\_\_\_\_\_\_ trade.
48. Foreign b) House c) Internal d) Home
49. There are \_\_\_\_\_\_\_\_\_\_ types of trade.
50. 2 b) 4 c) 5 d) 8

**SECTION B SUB-OBJECTIVES**

**FILL IN THE GAPS**

1. A \_\_\_\_\_\_\_\_\_\_\_ is something that is essential for a person to function effectively.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ directs the visitors in an organization.
3. \_\_\_\_\_\_\_\_\_\_\_\_ signs are usually found in manuscript.
4. \_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_ are the facilitators of homemade.
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the apex bank in Nigeria.

**SECTION C THEORY**

**ANSWER THREE (3) QUESTIONS ONLY. NO 5 IS COMPULSORY**

1. a) Define a bank?
2. State functions of a bank.
3. List three types of commercial banks.

2 Write out five printer’s correction signs with their meaning.

3 a) Define the term “Paragraph”.

b) State three methods of paragraphing.

4 a) Write out the functions of ENTER key.

b) List five types of office equipments

5 A typist uses 5 minutes in keyboarding 200 standard words with 5 errors. Calculate:

a) The gross speed

b) The net speed