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

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

**SUBJECT: BUSINESS STUDIES CLASS: J. S. S. 1**

**SECTION A OBJECTIVES**

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

1. A room set aside for clerical activities in an organization is called \_\_\_\_\_\_\_\_\_\_.
2. An eatery b) Reception c) An office d) Principal’s office
3. In which of these can only one clerk operate?
4. Big room b) Large office c) Small office d) All
5. Which of these professionals will business studies produce?
6. Farmer b) Stock broker c) Nutritionist d) Engineer
7. A friendly disposition of a clerical staff demands \_\_\_\_\_\_\_\_\_\_.
8. Punctuality b) Moodiness c) Teamwork d)Cheerfulness
9. An attitude of getting to work at the right time is called \_\_\_\_\_\_\_\_\_\_.
10. Promptness b)Punctuality c) Regularity d) Timeless
11. Which of these is an essential quality of a clerical staff?
12. Shabby appearance b) Rudeness to visitors c)Bad handwriting d) Punctuality to work
13. All these will lead to low productivity except\_\_\_\_\_\_\_\_\_.
14. Regularity b) Absenteeism c) Lateness to work d)Lack of commitment to work
15. The transport manager normally heads the \_\_\_\_\_\_\_\_\_\_\_\_\_ department.
16. Purchases b) Banking c)Transport d) Accounting
17. A normal office will have all the following except \_\_\_\_\_\_\_\_\_\_\_.
18. Dining table b) File cabinet c) Chairs d) Computer
19. Buying, selling and goods distribution are covered by \_\_\_\_\_\_\_\_\_\_\_\_.
20. Commerce b) Office practice c)Buying Practice d) All
21. There are \_\_\_\_\_\_\_\_\_ types of an office.
22. 2 b) 5 c) 1 d) 6
23. A person, who files letters, keeps records and does other job in an office is referred to as a \_\_\_\_\_\_\_\_\_.
24. Messenger b) Clerk c) Officer d) None of the above
25. Changing of raw materials into finished goods is done by \_\_\_\_\_\_\_\_ department.
26. Changing b) Production c)Mechanical d)Sales
27. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is any productive activities that a person engaged in to earn a living.
28. Work b)Labour c) Chores d) All
29. The basic functions of an office can be grouped into \_\_\_\_\_\_\_\_\_\_\_\_.
30. 6 b) 8 c)10 d)2

**SECTION B SUB-OBJECTIVES**

**FILL IN THE GAPS**

1. A Trader who leaves Lagos to buy goods in Kano is engaging in \_\_\_\_\_\_\_\_\_\_\_\_\_ trade.
2. The Department that buys goods on behalf of the Organization is called \_\_\_\_\_\_\_\_\_\_\_\_ department.
3. \_\_\_\_\_\_\_\_\_ Information involves the safe-keeping of records which are important to the existence of an Organization.
4. \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_ are parts of the components of Business Studies.
5. Qualities of a Clerical Staff are grouped into \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_.

**SECTION C THEORY**

**ANSWER FOUR (4) QUESTIONS ONLY.**

1. a) Define Business Studies.
2. State any two (2) Career Opportunities in Business Studies.
3. List three (3) major subjects that make up Business Studies.

2 a) What is an Office?

1. List the types of Office and give one (1) example each.
2. Outline three (3) functions of an Office.

3 a) Define Work.

b) Write out five (5) Attributes of Right Attitude to Work.

4 State five (5) departments you can find in a big organization and State the name given to the head of each department mentioned.

5 a) Who is a Clerical Staff?

b) State two (2) functions of a Clerical Staff.

6 Explain these:

1. Home Trade
2. Foreign Trade
3. Banking Services
4. Ware Housing