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

**FIRST 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 person who receives and assists people visiting an organization is referred to as a\_\_\_\_\_\_\_\_\_\_.
2. Visitor’s Officer b) Clerk c) Receptionist d) All of the above
3. Which of these characters is not expected of a receptionist while receiving a call?
4. He must be moody b) He must be polite c) He must be attentive d) He must be friendly
5. A reception register is also known as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. Reception book b) Visitor’s book c) Office register d) Receptionist book
7. The act of putting documents in a row is called \_\_\_\_\_\_\_\_\_\_.
8. Filling b) Arranging c) Documentation d) Storing
9. Which of these can be used as an invoice?
10. Quotation b)Receipt c) Delivery note d) Catalogue
11. Office documents are always referred to as \_\_\_\_\_\_\_\_\_ in book keeping.
12. Sales journal b) Source documents c) Book keeping documents d) Source journal
13. \_\_\_\_\_\_\_\_\_ is a place where buyers and sellers meet for exchange of goods and services.
14. Market b) Shop c) Trade d)Capital market
15. The document a seller gives out for returned good is \_\_\_\_\_\_\_\_\_\_\_\_\_.
16. Debit note b) Invoice c)Receipt d)Credit note
17. Letters coming into an organization are \_\_\_\_\_\_\_\_\_\_\_ mails.
18. Organizational b) Internal c) Incoming d) All of the above
19. Which of these is not a Legal Tender in Nigeria?
20. ₦100 note b) ₦20 note c) Postage stamps d) ₦500 note
21. Aids to trade include all these except \_\_\_\_\_\_\_\_\_.
22. Marketing b) Communication c) Banking d) Advertising
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. The sales document is divided into \_\_\_\_\_\_\_\_.
26. 3 b) 8 c)2 d)4
27. Buying and selling of goods and services within a country is called \_\_\_\_\_\_\_\_\_ trade.
28. External b)Home c) Foreign d) Own
29. The account clerk that keeps a petty cash book is called \_\_\_\_\_\_\_\_\_\_\_\_.
30. A petty cashier b) Accountant Cashier c)Book-keeper d)A Bursars

**SECTION B SUB-OBJECTIVES**

**FILL IN THE GAPS**

1. \_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_ are the two types of office document.
2. Services that facilitates the buying and selling of goods and services are referred to as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. The documents handled by a Receptionist are \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_.
4. The receipt serves as an evidence of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. Foreign trade is sub-divided into \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**SECTION C THEORY**

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

1 a) What do you understand by Aids to Trade.

1. List five (5) Aids to Trade.

2 a) Define Office documents?

1. List five (5) documents handled by a Receptionist.

3 a) What is a Market?

b) Differentiate between Sales Document and Purchases Documents with two (2) examples each.

1. Explain these aids of Trade:
2. Transportation
3. Advertising
4. Communication
5. Banking Services
6. Insurance

5 a) List three (3) different types of Commercial Banks.

b) Write out two (2) Financial Institutions that operate in the Capital Market.

c) Define a Bank.

1. a) Outline five (5) qualities of a good Receptionist.
2. Define Trade and give the two (2) divisions of Trade.