

Section A: Attempt ALL questions (40 marks)

- 1) Define the terms below: (4 marks)
 - a) Break- even point
 - b) Payback period
 - c) Return on investment
 - d) Return on equity
- 2) List any four merits of a sole proprietorship business. (4 marks)
- 3) Parents can offer guidance about a career. Apart from that, explain any other three sources of career guidance. (3 marks)
- 4) Examine four sources of business ideas based on resources available in your community. (4 marks)
- 5) Examine any three uses of standards to the industry that manufactures iron sheets. (3 marks)
- 6) State the requirements of applying for a loan in a commercial bank. (5 marks)
- 7) List the elements of market research. (4 marks)
- 8) Explain the difference between unilateral and bilateral contracts. (3 marks)
- 9) Why is ICT important in our daily activities? (3 marks)
- 10) As a student who has studied inventory management, draw the format of a stock sheet. (4 marks)
- 11) You found yourself and your friends in an emergency of a fire outbreak. You are in a building and you need everyone to leave the building safely. Demonstrate any three precautions you will apply to respond to this emergence. (3 marks)

Section B. Attempt any THREE questions (30 marks)

- 12) A sales person is one who markets goods on behalf of the company. Suppose that Enterprise Nyirangarama Ltd wants to hire you as a Sales person. In an interview they ask you to analyse any ten strategies you would use to become a successful sales person. Explain what your response would be like. (10 marks)
- 13) Explain the characteristics of a good filing system. (10 marks)
- 14) Think about a project to be started in your community and discuss the process for the Environment Impact Assessment of that project. (10 marks)

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WJ Hussar



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Fundamentals of Marketing W. G. Leader, N. Kyritsis, 1994 *Business Communication* E. C. Eyre, 2016-06-06 Business Communication Made Simple Second Edition covers business needs and the examination requirements of professional and other examining bodies relating to commerce and industry The book starts by giving an introduction to the study of communication The text also discusses some of the main factors that interfere with common understanding between the communicators and inhibit cooperation the importance of effective communication the role played by perception attitude and motivation in communication and the need for previous experience or knowledge The influence of prejudice on the presentation of facts and opinions the three principal methods of communication and the factors involved in creating an effective system of communication in an organization are also considered The book tackles the lines of internal communication the effects of authority and responsibility on communication the various ways in which efficient external and internal communication is achieved and the problem of staff location on communication The text then describes the informal methods of communication the importance of letter and report writing the need for form design and control as well as some aspects of written language The importance of verbal communication and information technology are also discussed Business executives and company and commercial accountants will find the volume invaluable *The World of Work* David Spurling, 2016-06-23 Educationalists suggest an inductive approach to education where we go from the experience of the students to the underlying principles provides best results The objective of this book is to provide people at school or college with realistic examples of dilemmas they will face in the world of work or when looking for work This may be as part of their PSHE development The book also aims to provide material which can be used by people working on their own Young people need to have transferable skills and some of these can be obtained by looking at the ways in which businesses approach them It is therefore worthwhile trying to understand these approaches and to see why some are effective while others are totally misplaced

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