WEST AFRICAN SENIOR SCHOOL CERTIFICATE EXAMINATION

BUSINESS MANAGEMENT
PAPER 1 — OBJECTIVE TEST
2020

Time Allowed: 1 hour **Answer all questions**

Each question is followed by four options lettered A to D. Find out the correct option for each question and shade in pencil on your answer sheet the answer space which bears the same letter as the option you have chosen. Give only one answer to each question.

1. The allocation of resources to achieve the objectives of an organization is the responsibility of

- **A.** debenture holders.
- **B.** middle managers.
- **C.** senior managers.
- **D.** shareholders.

2. A form of training which seeks to provide employees with work experience in all areas of an organization's operations is job

- **A.** analysis.
- **B.** enlargement.
- **C.** enrichment.
- **D.** rotation.

3. An agreement between two parties which gives rise to enforceable rights and obligation is

- **A.** acceptance.
- **B.** consideration.
- **C.** contract.
- **D.** legality.

4. Deciding which objectives are to be pursued by an organization is done during the

- **A.** controlling process.
- **B.** directing process.
- **C.** organizing process.
- **D.** planning process.

5. The funds contributed by the owners of a business are referred to as

- **A.** debenture.
- **B.** equity.
- **C.** mortgage.
- **D.** profit.

6. Which of the following business organizations is funded through taxation?

- **A.** Cooperative society.
- **B.** Public Company.
- **C.** Public Corporation.
- **D.** Unlimited Partnership.

7. One of the features of a cooperative society is that

- **A.** It is operated by the state.
- **B.** Its profits are shared equally.
- **C.** It provides for one man one vote.
- **D.** It sells out shares to members.

8. The form of tax levied on the earnings of employees is

- **A.** excise duty.
- **B.** import duty.
- **C.** income tax.
- **D.** value added tax.

9. The part of a computer system in which data is stored temporarily for use by the central processing unit is

- **A.** input unit.
- **B.** output unit.
- **C.** Random Access Memory.
- **D.** Read Only Memory.

10. A primary source of funding for labour union is

- **A.** donor funding.
- **B.** employers' contribution.
- **C.** government contribution.
- **D.** members' dues.

11. A contract entered into through the exchange of promises is

- **A.** bilateral contract.
- **B.** implied contract.
- **C.** quasi contract.
- **D.** Unilateral contract.

12. One of the benefits of using computers in business organizations is that

- **A.** they function as storage for information.
- **B.** huge capital is required for installation.
- **C.** there are many qualified personnel.
- **D.** the effects of virus on information is high.

13. Inflation is undesirable because it affects the

- **A.** divisibility of money.
- **B.** durability of money.
- **C.** scarcity of money.
- **D.** stability of money.

14. A facility that is offered by a bank to a current account holder is

- **A.** high interest rate.
- **B.** withdrawal from the account is limited.
- **C.** payment of commission.
- **D.** giving an overdraft.

15. The first step in the employee's recruitment process is

- **A.** advertisement.
- **B.** induction.
- **C.** interview.
- **D.** training.

16. The process of dividing work and assigning responsibilities is

- **A.** controlling.
- **B.** directing.
- **C.** organizing.
- **D.** planning.

17. The principle of comparative cost advantage is applicable to

- **A.** trade by barter.
- **B.** international trade.
- **C.** retail trade.
- **D.** wholesale trade.

18. Effective communication is hindered by

- **A.** effective planning of the message.
- **B.** providing feedback.
- **C.** selecting an appropriate channel.
- **D.** using jargons.

19. Money as a standard of deferred payment promotes

- **A.** business credibility.
- **B.** cost of living.
- **C.** credit transaction.
- **D.** trade discount.

20. The last step in decision making is

- **A.** analyzing the problem.
- **B.** developing an alternative.
- **C.** identifying the problem.
- **D.** making a choice.

21. A source of capital to an entrepreneur that does not attract interest is

- **A.** debenture.
- **B.** hire purchase.
- **C.** loan from bank.
- **D.** plough back profit.

22. An individual who serves as a middleman in the chain of distribution is

- **A.** an agent.
- **B.** a consumer.
- **C.** a manufacturer.
- **D.** a manager.

23. A business owned and controlled by one person is a

- **A.** cooperative society.
- **B.** partnership.
- **C.** public company.
- **D.** sole proprietorship.

24. The purpose of the delivery note is to

- **A.** check the prices of goods.
- **B.** cross check the goods on arrival.
- **C.** show the terms of trade.
- **D.** inform about the dispatch of goods.

25. Downward communication takes the form of

- **A.** instructions.
- **B.** rumours.
- **C.** presentation.
- **D.** suggestion.

26. The function of management which precedes all other management functions is

- **A.** controlling.
- **B.** directing.
- **C.** planning.
- **D.** staffing.

27. A highly organized market for the purchase of securities is

- **A.** a free economy.
- **B.** the stock exchange.
- **C.** a planned economy.
- **D.** the commercial bank.

28. A state enterprise established to provide essential services to the citizens is

- **A.** cooperative society.
- **B.** public corporation.
- **C.** public limited company.
- **D.** sole proprietorship.

29. Re-exporting of imported goods is called

- **A.** counter trade.
- **B.** dumping.
- **C.** entrepot.
- **D.** free-trade.

30. A business unit in which profits are shared on the basis of member's patronage is a

- **A.** cooperative society.
- **B.** partnership.
- **C.** private company.
- **D.** public limited company.

31. Which of the following documents serves as evidence for receipt of goods?

- **A.** Bill of exchange.
- **B.** Bill of lading.
- **C.** Certificate of origin.
- **D.** Consular invoice.

32. The trade relationship that exists among a number of countries is referred to as

- **A.** bilateral trade.
- **B.** balance of trade.
- **C.** internal trade.
- **D.** multilateral trade.

33. Another name for the sender of a message in the communication process is

- **A.** channel.
- **B.** decoder.
- **C.** encoder.
- **D.** receiver.

34. The order which reflects the process of management is

- **A.** directing, controlling, organizing and planning.
- **B.** planning, directing, organizing and controlling.
- **C.** planning, organizing, directing and controlling.
- **D.** planning, organizing, controlling and directing.

35. A convenient method of making periodic fixed payments by the bank from a customer's account is

- **A.** bank draft.
- **B.** certified cheque.
- **C.** money order.
- **D.** standing order.

36. The management structure where top managers take all decisions is

- **A.** centralization.
- **B.** decentralization.
- **C.** departmentalization.
- **D.** segmentation.

37. The division of a market into identifiable sub-markets for the purpose of reaching target consumers is

- **A.** marketing mix.
- **B.** market segmentation.
- **C.** product mix.
- **D.** product differentiation.

38. An identity given to a product which distinguishes it from other products is

- **A.** branding.
- **B.** pricing.
- **C.** packing.
- **D.** servicing.

39. An external source of finance to a business is

- **A.** leasing.
- **B.** profit.
- **C.** running down stock.
- **D.** sale of fixed assets.

40. A communication process in which feedback is provided by the receiver is

- **A.** a diagonal communication.
- **B.** an informal communication.
- **C.** a one-way communication.
- **D.** a two-way communication.

41. The amount payable periodically by companies to shareholders is

- **A.** commission.
- **B.** dividend.
- **C.** interest.
- **D.** premium.

42. One of the ways of controlling the supply of money is through

- **A.** bank rate.
- **B.** customs duties.
- **C.** fixed deposit.
- **D.** trade barrier.

43. The right to plan, direct and control the efforts of other people in an organization is

- **A.** accountability.
- **B.** authority.
- **C.** delegation.
- **D.** responsibility.

44. Pay-As-You-Earn is an example of

- **A.** fixed deduction.
- **B.** annual deduction.
- **C.** statutory deduction.
- **D.** valuable deduction.

45. The management function of evaluating a company's performance to see if its goals are being met is

- **A.** directing.
- **B.** controlling.
- **C.** planning.
- **D.** staffing.

46. A closed indent would state the

- **A.** exact goods to be bought.
- **B.** firm whose goods should be bought.
- **C.** period for marketing the goods.
- **D.** purpose for buying the goods.

47. The document issued to a public limited company to commence business is

- **A.** article of association.
- **B.** certificate of incorporation.
- **C.** certificate of trading.
- **D.** memorandum of association.

48. A document that contains the duties and responsibilities of a position in an organization is

- **A.** description.
- **B.** enlargement.
- **C.** evaluation.
- **D.** specification.

49. One of the problems associated with middlemen in business is that they

- **A.** buy in large quantities.
- **B.** grant credit to retailer.
- **C.** hoard goods.
- **D.** sell goods.

50. A neutral party that engages in settling disputes between the management of a business and the workers is referred to as

- **A.** arbitrator.
- **B.** convener.
- **C.** liquidator.
- **D.** promoter.