WEST AFRICAN SENIOR SCHOOL CERTIFICATE EXAMINATION

BUSINESS MANAGEMENT
PAPER 1 — OBJECTIVE TEST
2019

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 document which serves as evidence for the registration of a company is

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

2. Which of the following activities come first in a business decision-making process?

- **A.** Identifying the problem
- **B.** Gathering of information
- **C.** Developing alternatives
- **D.** Making a choice.

3. The sets of programs which instruct a computer how to do a particular job is

- **A.** database.
- **B.** hardware.
- **C.** memory.
- **D.** software.

4. The means of exchanging goods for goods in international trade is

- **A.** barter trade.
- **B.** counter trade.
- **C.** entrepôt trade.
- **D.** terms of trade.

5. The salaries paid to government employees are classified under

- **A.** balance of payment.
- **B.** capital account.
- **C.** terms of trade.
- **D.** capital expenditure.

6. A woman who smokes fish for sale is engaged in

- **A.** direct service.
- **B.** extractive industry.
- **C.** indirect service.
- **D.** manufacturing industry.

7. The channel through which policies are communicated to employees of an organisation is

- **A.** diagonal communication.
- **B.** downward communication.
- **C.** horizontal communication.
- **D.** upward communication.

8. The elements of the marketing mix are:

- **A.** promotion, advertising, sales and distribution.
- **B.** production, procurement, sales and pricing.
- **C.** pricing, production, personnel and purchasing.
- **D.** product, price, promotion and place.

9. A refund by customs authority to an importer for duty already paid on goods re-exported is

- **A.** customs drawback.
- **B.** excise duty.
- **C.** import duty.
- **D.** sales tax.

10. The document of title to be presented to clear goods at the port is

- **A.** bill of lading.
- **B.** certificate of inspection.
- **C.** certificate of origin.
- **D.** consular invoice.

11. In a partnership, the bankruptcy of a partner would lead to its

- **A.** continuity.
- **B.** incorporation.
- **C.** liquidation.
- **D.** solvency.

12. An advantage of product branding to an organisation is the

- **A.** increased competition from other brands.
- **B.** increased competition from other brands.
- **C.** increased volume of production.
- **D.** reduction in the cost of production.

13. The end point towards which all organisations' efforts are directed is

- **A.** objective.
- **B.** policy.
- **C.** rule.
- **D.** strategy.

14. Which of the following activities is part of an organising function of management?

- **A.** Analyzing the reasons for deviations.
- **B.** Formulating objectives and strategies.
- **C.** Delegating authority to subordinates.
- **D.** Providing motivation for employees.

15. A step in production planning which gives a timetable for the commencement and completion of a job is

- **A.** Dispatching.
- **B.** loading.
- **C.** routing.
- **D.** scheduling.

16. A contract under which a party undertakes to indemnify another against a risk is

- **A.** assurance.
- **B.** insurance.
- **C.** partnership deed.
- **D.** sale of goods.

17. Commercial banks lend money to individuals and firms in the form of

- **A.** commission and dividends.
- **B.** interest and profits.
- **C.** loans and overdrafts.
- **D.** shares and loans.

18. An objective of the labour union is to

- **A.** fix the salary of its members.
- **B.** organize strikes when there is misunderstanding.
- **C.** Rally active workers against government.
- **D.** Work towards better conditions for its members.

19. The use of one cheque to pay a number of people through a commercial bank is

- **A.** credit transfer.
- **B.** direct debit.
- **C.** standing order.
- **D.** standing order.

20. A current account holder is eligible for which of the following services?

- **A.** Interest-free loan.
- **B.** Leasing facility.
- **C.** Overdraft facility.
- **D.** Use of savings withdrawal form.

21. The profit of a public corporation belong to the

- **A.** board of directors.
- **B.** debenture holders.
- **C.** government.
- **D.** shareholders.

22. In decision-making process, the step that determines the scope and use of resources to solve the problem falls under

- **A.** analysis of the problem.
- **B.** gathering of information.
- **C.** development of alternatives.
- **D.** evaluation of alternatives.

23. An organisational chart depicts

- **A.** channels of information communication.
- **B.** the number of customers.
- **C.** the number of employees.
- **D.** the structure of an organisation.

24. An element in the law of contract is that

- **A.** acceptance must be communicated.
- **B.** all agreements must be sealed.
- **C.** an offer must be moved by a promise.
- **D.** principals should always ratify agents' acts.

25. The distribution function of marketing involves

- **A.** product development and packaging.
- **B.** production facilities and employee welfare.
- **C.** segmentation and pricing policy.
- **D.** transportation and warehousing.

26. The type of training which seeks to provide employees with work experience in all areas of the company's operation is

- **A.** apprenticeship.
- **B.** coaching.
- **C.** job rotation.
- **D.** understudy assignment.

27. In a contract, an agreement is reached when an

- **A.** offeror gives consideration.
- **B.** offeror gives a promise.
- **C.** offeree accepts the offer.
- **D.** offeree declines the offer.

28. A reason for job interview is to

- **A.** assess the suitability of applicants.
- **B.** check the health status of the applicants.
- **C.** give the applicant opportunity to introduce referees.
- **D.** revise information given on the application form.

29. When the amount in words and figures differ on a cheque presented by a third party, the drawee will

- **A.** ask the payee to make the necessary correction.
- **B.** ask the payee to destroy the cheque.
- **C.** dishonor and return the cheque to the drawer.
- **D.** pay the higher amount to the payee.

30. Goods which consumers buy frequently in small quantities with less effort are

- **A.** assorted goods.
- **B.** capital goods.
- **C.** convenience goods.
- **D.** specialty goods.

31. Marketing begins with the

- **A.** selection of channels of distribution.
- **B.** pricing of a product.
- **C.** development of the product.
- **D.** conception of the product.

32. An advice note is issued by a seller to a buyer to inform him of the

- **A.** amount due for payment.
- **B.** arrival date of goods ordered.
- **C.** available goods and terms of payment.
- **D.** intention not to sell goods to him.

33. The use of computers in a business is influenced by

- **A.** legal factor.
- **B.** political factor.
- **C.** social factor.
- **D.** technological factor.

34. The role of government in an economy is to

- **A.** create enabling environment for businesses.
- **B.** discourage foreign investments.
- **C.** encourage foreign competition.
- **D.** generate revenue for government officials.

35. When workers refuse to complete their tasks as a way of protest, this action is a form of

- **A.** boycott.
- **B.** lobby.
- **C.** picketing.
- **D.** work-to-rule.

36. A document issued by a seller to a buyer to inform him of his present indebtedness and the need to pay is

- **A.** credit note.
- **B.** debit note.
- **C.** Proforma invoice.
- **D.** Statement of accounts.

37. A sole proprietorship form of business changes to a partnership when

- **A.** it acquires more capital and resources.
- **B.** it employs more qualified workers.
- **C.** it opens branches nationwide.
- **D.** the number of its owners increases.

38. Which of the following books will a business operator use to record smaller expenses?

- **A.** Cash book.
- **B.** Petty cash book.
- **C.** Purchases day book.
- **D.** Sales day book.

39. The qualification that a prospective employee must possess are contained in the job

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

40. Lender of last resort is a function performed by the

- **A.** central bank.
- **B.** commercial bank.
- **C.** community bank.
- **D.** co-operative bank.

41. Which of the following factors will ensure the survival of a business organisation?

- **A.** Its ability to produce in large quantities.
- **B.** Its ability to consistently make profits.
- **C.** The size of its community.
- **D.** The size of its equipment.

42. The ultimate goal of the decision-making process is to

- **A.** eliminate the root causes of the problem.
- **B.** enable the choice of the best alternative.
- **C.** identify the extra facts.
- **D.** review the additional facts discovered.

43. The collation and employment of all resources needed by a business is part of the

- **A.** controlling function.
- **B.** directing function.
- **C.** organising function.
- **D.** planning function.

44. Which of the following documents will be used when goods are transported by a courier company?

- **A.** Consular invoice.
- **B.** Consignment note.
- **C.** Promissory note.
- **D.** Proforma invoice.

45. A means of payment that is transferrable by mere delivery or delivery plus endorsement is

- **A.** cross cheque.
- **B.** legal tender.
- **C.** money order.
- **D.** negotiable instrument.

46. The manufacturing of automobiles is an example of

- **A.** assembling production.
- **B.** batch production.
- **C.** flow production.
- **D.** job production.

47. Which of the levels in Maslow's hierarchy of needs is satisfied when a worker acquires food, shelter and clothing?

- **A.** Physiological needs.
- **B.** Safety needs.
- **C.** Social needs.
- **D.** Esteem needs.

48. Performance appraisal is a means of

- **A.** assessing the popularity of employees.
- **B.** evaluating the work of employees.
- **C.** improving working conditions of employees.
- **D.** monitoring the attendance of employees.

49. Budgets and plans are a form of

- **A.** non-programmed decisions.
- **B.** non-programmed operations.
- **C.** programmed decisions.
- **D.** programmed operations.

50. Penetration pricing strategy is used by producers when the product is

- **A.** being introduced to the market.
- **B.** being withdrawn from the market.
- **C.** facing keen competition.
- **D.** established in the market.