WASSCE BUSINESS MANAGEMENT 2016

PAPER ONE

1. Which of the following positions falls under lower-level management?

A. Accounts clerk
B. Chief executive officer
C. Human resource officer
D. Machine operator

2. Tom, Dick and Harry from different departments are assigned to a new project. The structure under which they report to the project manager is

A. functional structure.
B. geographical structure.
C. matrix structure.
D. product structure.

3. The conversion of gold into a ring is referred to as

A. commerce.
B. construction.
C. extraction.
D. manufacturing.

4. Which of the following occupations falls under tertiary production?

A. Carpentry
B. Farming
C. Mining
D. Teaching

5. A partnership in which all partners have unlimited liability is

A. dormant partnership.
B. limited partnership.
C. nominal partnership.
D. ordinary partnership.

6. A retired partner whose name is still used in the business is

A. Limited partner
B. Nominal partner
C. Ordinary partner
D. Sleeping partner.

7. Job instructions take the form of

A. diagonal communication.
B. downward communication.
C. lateral communication.
D. upward communication.

8. One of the barriers to effective communication is

A. attentiveness.
B. clarity of expression.
C. feedback.
D. illegible handwriting.

9. Developing alternatives is a method used in the

A. co-ordinating function.
B. directing function.
C. organizing function.
D. planning function.

10. An offer in sale of goods can be terminated due to

A. lapse of time.
B. prompt delivery of service.
C. quality of the goods.
D. relationship of the parties.

11. Which of the following business organizations is a legal person?

A. Company.
B. Co-operative society.
C. Partnership.
D. Sole proprietorship.

12. One example of the external stakeholders of a company is its

A. customers.
B. employees.
C. shareholders.
D. management.

13. The responsibilities of businesses towards government include

A. offering scholarships to needy students.
B. payment of taxes.
C. payment of salaries to employees.
D. provision of goods and services.

14. The subject matter of collective bargaining which deals directly with disputes is

A. grievance handling.
B. hours of work.
C. job security.
D. welfare service.

15. A compulsory payment by employees on their income is

A. capital gains tax.
B. corporate tax.
C. Pay-As-You-Earn.
D. specific tax.

16. One effect of inflation is an increase in

A. employment.
B. prices of goods and services.
C. production level.
D. purchasing power.

17. Until an insurance contract is signed, the applicant for the policy is

A. assured.
B. beneficiary.
C. insured.
D. proposer.

18. The factor by which taxes are paid according to the financial position of the firm is the

A. ability to pay.
B. ability to persuade.
C. benefit received.
D. sales received.

19. The individual's portion of a company's capital is

A. bond.
B. debenture.
C. shares.
D. venture capital.

20. The document used by an importer to order goods from an exporter is

A. bill of exchange.
B. bill of lading.
C. indent.
D. invoice.

21. The business entity formed by an Act of Parliament is a

A. co-operative society.
B. public company.
C. public corporation.
D. sole proprietorship.

22. A valid contractual agreement is

A. a legally binding relationship.
B. when a buyer and seller meet in a market.
C. when goods and services are delivered.
D. when the parties owe each other.

23. The liability of a sole proprietor is unlimited. This means that the

A. business is operated by only one owner.
B. debt owed by the business can be recovered from the owner's personal assets.
C. owner of the business can offer after-sales service to customers.
D. sole owner of the business is the risk bearer.

24. One of the features of a regressive tax system is that the tax rate

A. declines as the tax base increases.
B. increases as the tax base increases.
C. is always constant.
D. is always proportionate to the tax base.

25. Communication is said to be effective when the

A. feedback is delayed.
B. intended meaning and the perceived meaning are the same.
C. intended meaning is different from the perceived meaning.
D. objectives are vague.

26. The business resource which serves as a unit of account is

A. labour.
B. machine.
C. material.
D. money.

27. Attracting a pool of qualified applicants is

A. induction.
B. promotion.
C. recruitment.
D. selection.

28. Which of Maslow's hierarchy of needs deals with status symbols?

A. Physiological needs
B. Safety needs
C. Affection needs
D. Esteem needs

29. The practice of moving workers from one schedule to another is

A. job description.
B. job evaluation.
C. job rotation.
D. job specification.

30. Unemployment occurs when people who are available and want to work

A. are denied jobs.
B. are selective about jobs.
C. are underpaid.
D. cannot find paid jobs.

31. The organization responsible for economic integration in West Africa is

A. ACP.
B. ECOWAS.
C. IMF.
D. UNCTAD.

32. An example of an input device is

A. chip.
B. disc.
C. monitor.
D. mouse.

33. A piece of land was bought in 2008 at a value of GH■2,000 and sold at GH■3,000 in 2013. Calculate 10% tax on the gain.

A. GH■1,000
B. GH■300
C. GH■200
D. GH■100

34. Which of the following sources is an external means of finance?

A. Bank loan
B. Cash
C. Retained earnings
D. Shares

35. The principle of insurance which precludes the insured from making a profit is

A. contribution.
B. insurable interest.
C. proximate cause.
D. utmost good faith.

36. The bankers' bank refers to the

A. central bank.
B. commercial bank.
C. development bank.
D. merchant bank.

37. Revision of a decision to meet dynamic changes is the

A. first step in decision-making.
B. second step in decision-making.
C. third step in decision-making.
D. last step in decision-making.

38. An example of informal communication is

A. circular.
B. grapevine.
C. memorandum.
D. workshop.

39. Which of the following documents regulates the internal administration of a company?

A. Articles of Association
B. Certificate of Incorporation
C. Certificate of Trading
D. Memorandum of Association

40. The provision of good drinking water is a corporate social responsibility of business towards the

A. community.
B. consumer.
C. government.
D. suppliers.

41. The responsibility of a company towards its shareholders is the

A. award of contracts.
B. payment of corporate taxes.
C. payment of dividends.
D. payment of salaries.

42. A tax is proportionate when

A. its rate increases as the tax base increases.
B. its rate remains the same regardless of the size of the tax base.
C. the rate declines as the tax base increases.
D. the rate is determined by the government.

43. An element of a contract which is related to age is

A. capacity of parties.
B. consideration of parties.
C. legality of purpose.
D. offer and acceptance.

44. Which of the following features is common to West African economies?

A. Capital-intensive agricultural method
B. Dependence on a single product for export
C. High level of employment
D. High standard of living

45. Another name for visual display unit is

A. bar code reader.
B. floppy disk.
C. monitor.
D. system unit.

46. Market segmentation based on regions and cities is

A. buyer behaviour.
B. demographic.
C. geographic.
D. psychographic.

47. The management function which links various activities towards a common goal is

A. co-ordination.
B. decision-making.
C. forecasting.
D. motivation.

48. A minor is a person who

A. has a voting right.
B. has no contractual capacity.
C. is insane.
D. ratifies a contract.

49. The management function which ensures that standards are maintained is

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

50. The set of activities used by a firm to reach its customers is

A. place.
B. pricing.
C. product.
D. promotion.