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Business Studies Exam Questions and Answers Pack

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QUESTIONS

TOPIC: BOOK-KEEPING

DIRECTION: Choose the correct answer from the lettered options.

1 are item	is bought for resale	Э.	
A. Trading items			
B. Consumer items	3		
C. Disposable item	ıs		
D. Sellable items			
E. None of the abo	ove		
2. What is a receipt	t?		
A. It is a written ord to the owner.	der to a bank to pay	y a certain sum of mone	ey to another person or
B. It is a book whice payment for goods		to the buyer in order to	acknowledge receipt o
C. It is a document receipt of payment		sues to the buyer in ord	der to acknowledge
D. It is a document	t which the buyer is	ssues to the seller.	
E. None of the abo	ove.		
	elivered to him was	overed that a flash disk damaged. What docum damaged good?	•
A. Refund note			
B. Damage note			
C. Credit note			
D. Debit note			
E. Receipt			

less 2½% trade

4. When already sold goods are returned to the seller, they are recorded in the

7 refers to the	number of times	an article is sold o	ver a particular pe	eriod.
A. Trade cycle				
B. Trade resale				
C. Turnover				
D. Stock exchange				
E. None of the above				
8. Which of these is NO	T a cash book sou	ırce?		
A. Cheques				
B. Reciepts				
C. Debit notes				
D. Till slips				
E. None of the above				
9. Journals are called be	ooks of prime or c	original entries bec	ause	
A. only entries with prim	ne numbers are er	ntered in		
B. only original entries a	are entered in			
C. entries are first reco	rded in them befo	re being posted		
D. entries of greater imp	portance pass thr	ough them to the I	edger	
E. only entries by the M	lanaging Director	are entered in		
10 is a chror	nological list of cre	edit transactions o	f each sales invoid	ce.
A. Sales invoice				
B. Sales day book				
C. Voucher				
D. Trade book				
E. Ledger				

11. A journal proper is used to	·			
A. introduce multiple entries				
B. introduce purchases only				
C. introduce sales of shares	only			
D. introduce sales only				
E. introduce overcasts only				
12. A records cash sale	es on tapes o	or slips.		
A. cash register				
B. tape recorder				
C. tape player				
D. vending machine				
E. computer				
13. Which of these is NOT an i	item recorde	d in the journ	al?	
A. Goods sold.				
B. Goods purchased.	×510-			
C. Purchase of machineries.				
D. Returns Inward.				
E. Returns Outward.				
14. The general journal is used	d for all of the	e following, ex	cept	
A. the purchase and sale of f	ixed assets o	on credit		
B. the correction of errors				
C. opening entries in which c	ase a new se	et of books is	being opened	
D. the payment of employees	s' salaries			
E. making transfers to other a	accounts			

15. Cash in hand, stock, a	and bank balance	es are good exampl	es of
A. fixed assets			
B. current assets			
C. general assets			
D. liabilities			
E. stocks			
16. What counterpart doo forward to the buyer?	cument should a	supplier who receiv	ves a purchase order
A. Credit note			
B. Debit note			
C. Receipt			
D. Invoice			
E. Supplier order			
L. Supplier order			
17. The principle of doub	lo ontry statos th	at	
A. 'every transaction has	×5		
B. 'for every debit entry i credit entry in another ac		ere must be an equ	iai and corresponding
C. 'the total of debits mu year'	ust be equal to th	ne total of credits a	t the end of a business
D. All of the above			
E. None of the above			
18 are the on day books to the ledger.		be accounted for a	and passed through the
A. Stocks			
B. Debts			
C. Non-trading items			

D. Trading items		
E. Salaries		
19 is the measure of the va	lue of various goods and service	ces.
A. Naira		
B. Money		
C. Cowry		
D. Dollars		
E. Barter		
20. Source documents provide	for proper book keepin	g.
A. principles		
B. information		
C. keynotes		
D. footnotes		
E. None of the above		
21 refers to those goods which were later returned to the sel	s which had been sold and sent ler.	t to buyers, but
A. Returns inwards		
B. Returns outwards		
C. Purchases returns		
D. Sales outwards		
E. None of the above		
22. A cash book is		
A. a day book		
B. an invoice		

C. a purchase order				
D. a cash register				
E. none of the above				
23. The right hand sid	de of the ledger is o	called the	·	
A. journal				
B. credit side				
C. particulars				
D. debit side				
E. trial balance				
24. All of the following	g are the functions	of money, exc	cept	
A. money is the unit o	of account for goo	ds and service	es	
B. money is the medi	ium of exchange			
C. money is a standa	ard for deferred pay	ment		
D. All of the above				
E. None of the above	e "sii"			
25. How many major t	types of accounts o	do we have in	business tran	sactions?
A. 1				
B. 7				
C. 3				
D. 4				
E. 5				

26. Book keeping is the			
A. act of arranging books on a	shelf		
B. collection of books of the sa			
C. storage of books in a library			
D. recording of business transa	ctions in the books o	of account	
E. none of the above			
27. Which of these is NOT a vou	cher?		
A. Invoice			
B. Purchase order			
C. Cash slips			
D. Credit notes			
E. None of the above			
28. The Ledger account can be	classified into	and	accounts.
A. Real and Nominal			
B. Personal and Impersonal	x 5 X O		
C. Debtors and Creditors			
D. Purchase and Sales			
E. Income and Expenditure			
29. A payment voucher usually	contains all of the fol	llowing, except	the
A. date of claim			
B. sub head			
C. name of claimant			
D. purpose of payment			
E. record of stock			

are		
de detailed information	for the preparation	n of the books
nd books in an office file	e	
cuments from which infor	mation is gotten t	o make work easy
ormation used in the pro	duction of the boo	oks
ecording money transact	ions according to	some basic
ount will you first record	office equipment	bought with a
Stall		
ssued by the		
	de detailed information and books in an office file tuments from which information used in the processor of	de detailed information for the preparation and books in an office file suments from which information is gotten to bornation used in the production of the books ecording money transactions according to ount will you first record office equipment

34. When a new business is started and the first capital is put into the business, the capital and _____ accounts will be opened in the business. A. cash B. debit C. credit D. business E. cash flow 35. The earliest form of business transactions were by A. trade B. barter C. cash and carry D. deals E. exchange 36. _____ contains the summary of each cash sale per day or for any specified period. A. Cash book B. Cash sales slip C. Invoice D. Purchase order E. Receipt 37. The _____ serves as a means of making an adjustment in a given transaction where it is necessary to alter the contents of an invoice. A. cover note

E. manufacturer

B. bank note

C. credit note			
D. receipt			
E. none of the above			
38. The rule of double ea corresponding		tes 'for every debit e	ntry, there must be
A. debit			
B. merit			
C. debtor			
D. credit			
E. creditor			
39. Mr. Ikechi bought a pays it within 21 days. If how much will he pay?			
A. N2, 000.00			
B. N1, 500.00			
C. N1, 250.00			
D. N2, 250.00			
E. N1, 187.5			
40. Cash transactions a	are recorded in a		
A. company book			
B. note book			
C. cash book			
D. school book			
E. bank book			

ce document?	
t which is used to suppor	rt an entry in the books of
rm 'folio' refers to the or.	in the ledger where a
SISTI	
eck the correction of ledg	ger entries.
	rm 'folio' refers to ther.

45. Miss Naomi suddenly discovered that Mr. Victor's account has been overcharged for goods delivered to him, thus she has issued him a _____. A. credit note B. protest note C. debit note D. agreement note E. consignment note 46. Unitar bought five computers from Cinfores at ₹3,500.00 and paid ₹2,000.00 cash. Unitar sold to Zinox for ₹4,800.00 on credit. Which of these options is true? A. The transaction led to an increase in Cinfores' cash balance in hand. B. The transaction led to a decrease in Cinfores' cash balance in hand. C. The transaction led to an increase in the number of computers in Cinfores. D. The transaction increased friendship between the parties. E. All of the above. 47. All cash payments are entered on the _____ A. statement of account B. sales account C. credit side of the cash book D. debit side of the cash book E. returns outwards book 48. When payment is made through a bank, a cheque counterfoil can serve as a A. bank note

E. purchase day book

B. credit note

C. debit note	
D. receipt	
E. cash slip	
49. A journal proper is used	to introduce
A. multiple entries	
B. purchases only	
C. the sale of shares only	
D. sales only	
E. overcasts only	
50. The purchase day book	will show goods bought
A. for cash	
B. for cash and credit	
C. from retailers	
D. from wholesalers	
E. on credit	
51. Which of these statemer	nts is correct?
A. Returns outwards goods	are useless goods.
B. Returns outwards goods	are deductions from gross purchases.

C. Returns outwards goods are additional goods to purchases.

D. Returns outwards goods are additional goods to sales.

E. None of the above.

52 deals with the system of classifying, sum the matters disclosed.				
A. Accounting				
B. Record-keeping				
C. Balance sheet				
D. Transaction				
E. All of the above				
53. Which of these books of	of account will v	vou first record	damaged goods	returned to
you from your customer?		.001		*65
A. Return Outward Book				
B. Sales Journal				
C. Purchases Journal				
D. Cash Book				
E. Return Inward Journal				
54. Which of these is NOT	contained in a	sales day book?		
A. Date	*65t3	caree and accern		
B. Amount				
C. Invoice number				
D. Invoice codes				
E. Details				
55. Which of these is NOT	a major type of	account usually	y opened?	
A. Cash account	2	*(S.).	183	
B. Personal account				
C. Capital account				
D. Real account				

E. Nominal account	
56. What is the basic idea	emphasized by the double entry principle?
A. Every transaction has a	lending and borrowing aspect.
B. Every transaction involved	es the increasing and decreasing of values.
C. Every transaction has a	column: the credit and debit column.
D. Every transaction is en	ered by the book keeper and accountant.
E. None of the above.	
57. Which of these is rega	ded as a book of prime entry?
A. Cash book	
B. Ledger	
C. Invoice	
D. Voucher	
E. None of the above	
58. Which of these is NOT	a journal used in an office?
A. Purchases journal	
B. Sales Day Book	
C. Returns inwards journa	
D. Returns outwards journ	al
E. None of the above	
59. Another name for a jou	rnal is
A. day book	
B. ledger	
C. petty cash	
D. returns inwards	

	E. return outwards					
	60. An invoice is usually given	ven to or re	ceived by the _	·		
	A. seller					
	B. buyer					
	C. wholesaler					
	D. retailer					
	E. manufacturer					
	61. Can be defined as all of	the followi	ng, except	alle		
	A. the recording of money	transaction	according to s	ome principles	;	
	B. recording of business transactions in the books of account					
	C. the act of recording bus position of the business ca			-	financial	
	D. the collection of books	of the same	e business in ord	der to retrieve	information	
	E. none of the above					
	62. The sales returns book	is also calle	ed			
	A. returns inwards book					
	B. returns outwards book					
	C. sales returns book					
	D. purchases returns book	00				
	E. None of the above					
	63. The serves as a becomes necessary to alte				ions when it	
	A. accounts					
	B. bank note					

C. cash slip				
D. debit note				
E. receipt				
64is a docu	ment which is use	d to support an en	ntry in the bool	ks of account.
A. Receipt				
B. Debit note				
C. Cheques				
D. Invoice				
E. None of the abo	ove			

OF Fatrice weeks in the lader		and the same also	
65. Entries made in the ledge	er are being transf	erred from the	
A. trial balance			
B. source documents			
C. journal			
D. invoice			
E. none of the above			
00.1411.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.			
66. Which of these is NOT a	teature of the Purc	chases Day Book?	
A. It has a debit balance.			
B. Credit transactions are re	corded daily.		
C. It has columns for date, p	articulars, folio, de	etail and total.	
D. Cash transactions are rec	corded once a yea	r.	
E. None of the above.			
67. A method of testing the a extract a	accuracy of the do	ouble entry of a given t	ransaction is to
A. trial balance	35.5		
B. ledger			
C. credit balance			
D. T-method			
E. None of the above			
L. None of the above			
68. Paul Ofikwu Enterprise pa entry of this transaction in th		CAY	
A cook prodit algorisis			
A. cash, credit electricity			
B. cash, credit Paul			
(Olootrioity orodit ooch			

D. Paul, credit cash			
E. Paul, credit electricity	/		
69. The credit note is us	ually associated wit	h	
A. an undercharge			
B. an overcharge			
C. an average charge			
D. an equality charge			
E. a balance charge			
70. Why is trade discour	nt granted?		
A. To show the buyer th	at he is liked by the	seller.	
B. To make the buyer kr	now he is considere	d a good customer.	
C. To encourage promp	ot payment for good	s bought by the buyer	· colin
D. To discourage cheat	ing.		
E. All of the above.			
	x 5 X O		
71. The debit note shows	s that		
A. the account of the se	eller has been debit	ed with the value of th	e returns in the
B. the account of the bubooks of the seller	uyer has been debit	ed with the value of th	ne returns in the
C. the book of the buye of the seller	r has been debited	with the value of the r	eturns in the books
D. the book of the seller	r has been credited	with the value of the r	returns in books of
E. the account of the se	eller has been credit	ted with the value of th	ne books of the

72. In receipt of an invoice, Asawo which had been delivered to him with the supplier in order to have a refu	was damaged. What docume	_
A. Refund note		
B. Bank note		
C. Credit note		
D. Debit note		
E. Cover note		
73. Cash transactions are posted	straight to the	
A. journal		
B. cash book		
C. day book		
D. purchases journal		
E. sales journal		
74. In book keeping, 'Dr.' denotes		
A. debt	TRUE TO SEL	
B. date		
C. doctor		
D. direct		
E. debit		
75. All cash receipts are entered c	on the	
A. statement of account		
B. sales account		
C. credit side of the cash book		

D. debit side of the cash book

E. returns outwards book			
76. An invoice is issued by th	e		
A. seller			
B. buyer			
C. wholesaler			
D. retailer			
E. manufacturer			
77. Mr. Ikechi bought a CD pl pays for it within 21 days. If he player, how much cash disco	e pays cash 15 days af		
A. 20%			
B. 10%			
C. 52%			
D. 52.5%			
E. 7.1%			
	51511		
78. The records in reveal all o	of the following, except	·	
A. nature and value of transa	actions		
B. whether the transaction w	as on credit or for cas	h	
C. whether profits were mad	e		
D. whether losses where sus	tained		
E. None of the above			
79. Which of the statements	below is NOT true of a	purchase day bo	ook?
A. It contains the names of c	creditors.		
B. It eliminates repetitive ent	ries in the purchase ac	ccount.	

C. It discloses the date of the	ne transaction.	
D. It contains the names of	debtors.	
E. None of the above.		
80. A is issued by the purchaser for the goods	the purchaser to the supplier to sho s returned to the supplier.	ow the amount owed
A. debit note		
B. bank note		
C. purchase order		
D. invoice		
E. All of the above		
81. What counterpart docum to the buyer?	nent should a supplier who receives	s a debit note forward
A. Receipt		
B. Invoice		
C. Credit note		
D. Debit note	Stell Services	
E. Purchase order		
82. Which of these is NOT a	prime book of account?	
A. Bank draft		
B. Cash book		
C. Returns inward journal		
D. Returns outward journal		
E. Sales journal		

02 A nurahasa ardar aanta	ing all of the fallowin	ave ent	
83. A purchase order conta	lins all of the following	ig, except	
A. description of goods			
B. quality of goods			
C. quantity of goods			
D. unit price			
E. discount			
84. The returns outwards bo	ook is also called		
A. returns inwards book		all's.	
B. sales returns book			
C. sales outwards book			
D. purchases returns book			
E. None of the above			
L. None of the above			
85. A journal is used to intro	oduce only.		
A. cash			
B. purchases			
C. sale of shares			
D. sales			
E. none of the above			
86. The separation of sales following reasons, except		liaries is necessar	y because of the
A. for easy identification of	sales and purchase	s	
B. to avoid confusion			
C. for easy reference			
D. all of the above			

E. none of the above			
87. A voucher usually contai	ns the following, exc	ept the	200
A. date of claim			
B. sub-head			
C. name of the claimant			
D. reasons for the claim			
E. history of the claim			
88. The returns outwards bo	ook is usually accomp	anied by a	<u>,</u> e ^{str}
A. credit note			
B. returns note			
C. bank note			
D. debit note			
E. none of the above			
89. Which of these is FALSE	about the returns o	utwards book?	
A. It is used to record return	ned goods that do no	ot satisfy the bu	ıyer's request.
B. It is used to record over-	invoiced goods.		
C. It is used to record good	Is returned to the buy	yer.	
D. It is used to record dama	aged goods returned	to the seller.	
90. A is issued by a charged the buyer.	supplier to a purcha	ser when the su	upplier has over
A. bank note			
B. debit note			
C. credit note			
D. receipt			

91. Which of these trans	actions can be passed from the journal to the ledger?
A. Credit transactions	
B. Trading items	
C. Cash transactions	
D. All of the above	
E. None of the above	
92. A is a reduc	tion in the normal price of goods.
A. trade discount	
B. trade slash	
C. sale	
D. trade reduction	
E. stock discount	
93. A journal can also b	e called a
A. book	
B. source document	
C. day book	
D. register	
94. Is it true to say that	is a part of Accounting?
A. True	
B. False	
95. The is a doctransactions.	cument which contains the daily records of business
A. petty register	

E. purchase order

B. account register C. journal D. voucher E. none of the above

TOPIC: COMMERCE

DIRECTION: Choose the correct answer from the lettered options.

1 is the reward for entrepreneurship.	
A. Commission	
B. Wages	
C. Rent	
D. Interest	
E. Profit	
2. How many branches of production are there?	
A. 1	
B. 2	
C. 3	
D. 4	
E. 5	
A STATE OF THE STA	
3. Which of these is NOT a capital good?	
A. Machines	
B. Factories	
C. Office buildings	
D. Services of a lawyer	
E. All of the above	
4 involves all aspects of human effort which makes pr	oduction possible.
A. Land	
B. Talent	
C. Education	

D. Knowledge		
E. Labour		
5. Which of these is	a branch of prod	duction?
A. Services		
B. Land		
C. Capital		
D. Labour		
E. Entrepreneur		
6. All, but one of the	e following is cap	ital except
A. machines		
B. robots		
C. factories		
D. money		
E. entrepreneur		
7. The highest Niger	rian export comm	odity is
A. crude oil		
B. rubber		
C. hides and skin		
D. palm oil		
E. cocoa		
8. Home trade is tra	de within a	
A. home		
B. globe		
C. region		
7.		

D. continent	
E. country	
9. Which of these is not a direct ser	vice?
A. Teaching	
B. Barbing	
C. Medical treatment	
D. Tailoring	
E. Insurance	
10. Oil exploration can be grouped u	under
A. commercial services	
B. direct services	
C. extractive industry	
D. constructive industry	
E. manufacturing industry	
11 involves the making ar	nd assembling of goods.
A. Industrial production	
B. Services	
C. Commercial production	
D. Manufacturing industry	
E. None of the above	
12. Which of these is odd?	
A. Coal miner	
B. Farmer	
C. Palmwine tapper	

D. Dentist			
E. Oil driller			
13. The reward for land a	as a factor of production	n is	
A. allowance			
B. rent			
C. interest			
D. commission			
E. property			
14. The selling of goods the	in smaller quantities to	final consumers is th	ne responsibility of
A. retailer			
B. exporter			
C. importer			
D. advertiser			
E. wholesaler			
15. Which of these is odd	d?		
A. Skilled labour			
B. Unskilled labour			
C. Demi-skilled labour			
D. Semi-skilled labour			
E. None of the above			

16. Nigeria imports from other c	ountries.		
A. technology			
B. cocoa			
C. crude oil			
D. manganese			
E. None of the above			
17. The primary motive behind an individ	ual engaging in pr	oduction is to	s
A. fully engage all the factors of produc	tion		
B. make available goods and services			
C. make profit			
D. meet basic human needs			
E. None of the above			
18. Which of these is odd?			
A. Marine			
B. Fire			
C. Oil			
D. Life			
E. Accident			
19. The different types of occupations in	ı which people are	engaged can be	grouped
as, and			
A. Services, Commercial and Industrial	K. Silv		
B. Manufacturing, Oil and Gas, and Con	ımerciai		
C. Primary, Secondary and Tertiary			
D. Teaching, Manufacturing and Commo			
E. Industrial, Manufacturing and Comme	erciai		

20. Another name	for internation	onal trade i	· COLL	
A. home trade	A mematic	onal trade it	-5 ¹⁵¹	
B. foreign trade				
C. across-land tra	de			
D. over-the-sea tr				
E. internal trade	aac			
L. Internal trade				
21. Match the capit	talized words	s below with	n the correct	option.
BUS DRIVER				
A. Indirect service	s			
B. Extractive				
C. Finance				
D. Transport				
E. Trade				
22. There are	_ number of	aids to trac	le.	
A. 3				
B. 7				
C. 6				
D. 4				
E. 5				
23. Which of these	do not prov	ide financia	al services?	
A. Banks				
B. Post offices				
C. Financial institu	ıtions			
D. Confectionery				

-10	and and develop trade by spreading information abouarge number of consumers.
A. Television	
B. Bill boards	
C. Advertising	
D. Radio	
E. Newspaper	
25. Computers, electronic	c calculators and robots can be grouped as
A. fixed capital	
B. circulatory capital	
C. standard capital	
D. sophisticated capital	
E. None of the above	
26. Which of these is not	a part of the chain of distribution?
A. Advertising agent	
B. Wholesaler	
C. Consumer	
D. Retailer	
E. Manufacturer	
27 deals with th	e passage of information.
A. Telephone	
B. Post office	
C. Communication	

E. All of the above

D. Media				
E. All of the above				
28. Which of these de useful as consumer o			naterials in ord	er to make them
A. Industrial producti	on			
B. Services				
C. Commercial produ	ıction			
D. Manufacturing ind	ustry			
E. None of the above				
29. Which of these fa	ctors of product	ion is said to be	inelastic?	
A. Land				
B. Capital				
C. Labour				
D. Entrepreneur				
E. All of the above				
	-05			
30 is the syst	em by which one	e currency is exc	changed for ar	other.
A. Foreign exchange				
B. Naira-Dollar trade				
C. Paper note-Coin e	exchange			
D. Currency exchang	e Kanada			
E. Stock exchange				
31 are goods	we buy from oth	er countries.		
A. Tokunbo goods				
B. Okirika goods				

C. Belgium goods				
D. Imported goods				
E. Exported goods				
32. The channel of dis	stribution for	the sale of an aird	craft is an exa	mple of a
A. Three way channe	I			
B. Two way channel				
C. Four way channel				
D. Five way channel				
E. None of the above	•			
33. Which of these is	NOT a divisio	on of Industrial pro	oduction?	
A. Textile industry				
B. Extractive				
C. Constructive				
D. Manufacturing				
E. None of the above	•	A Silver		
34. The reward for lab	our as a fact	or of production i	is	
A. rent				
B. transport				
C. wage				
D. interest				
E. commission				
35. A shareholder's p	rofit for the y	ear is called	·	
A. a yield				
B. an ex div				

	55 ^N		
C. a share gain			
D. a dividend			
E. a cum div			
36. The is concerned	d with building ar	nd erecting structures	31
A. extractive industry			
B. manufacturing industry			
C. constructive industry			
D. drilling industry			
E. None of the above			
37. Which of these is NOT	a product of a m	anufacturing industry	?
A. Textile	2"		
B. Shoe			
C. Tyres			
D. Plastics			
E. None of the above			
38. A is somebody	who buys goods	s or services for his ov	vn consumption.
A. consumer			
B. seller			
C. buyer			
D. wholesaler			
E. retailer			
39. Home trade involves all	l of the following	people, except the	·
A. importer			
B. wholesaler			

C. consumer				
D. retailer				
E. manufacturer				
40. The following are	aids to trade,	except		
A. banking				
B. insurance				
C. taxation				
D. transportation				
E. communication				
41. Money or property	y held in trust	for an investor o	r a group of in	vestors is called
¢ 2 *******				
A. investment				
B. investment trust				
C. insurance				
D. insurance trust				
E. None of the above				
42. Which of these ar	e NOT consui	mption goods?		
A. Furniture				
B. Training				
C. Food				
D. Drinks				
E. Clothes				
43. Which of the follo	wing does no	t belong to this g	group?	
A. Extraction				

colle.			
B. Manufacturing			
C. Construction			
D. Direct and indirect	services		
E. None of the above			
44. Dividends are usua	ally paid to		
A. ordinary sharehold	ers		
B. preference share h	olders		
C. sole proprietors			
D. debenture holders			
E. cumulative prefere	nce sharehol	ders	
45. Which one of thes	e people is N	OT a producer?	
A. Trader			
B. Teacher			
C. Barber			
D. Actor		ASIIC .	
E. Consumer			
46. An intermediate co	onsumer is a	consumer	
A. that buyers mainly	consumption	goods	
B. that buys goods in	large quantit	ies	
C. that buys a good fo	or producing	another product	
D. that buys from other	ers in his line	of business	
E. All of the above			
47. Crop harvesting ca	an be classific	ed under	<u>-</u>
A. extractive industry			

B. commercial industry			
C. constructive			
D. manufacturing			
E. direct service			
48 is the transformat by the user.	tion of materials into	the form in which	they are needed
A. Primary production			
B. Secondary production			
C. Tertiary production			
D. All of the above			
E. None of the above			
49. The conversion of raw m	aterials into finished	l products creates	·
A. marginal utility			
B. place utility			
C. form utility			
D. time utility			
E. All of the above	. 05t5		
50. Which of these does NO	T fall under the extr	active industry?	
A. Farming			
B. Mining			
C. Drilling			
D. Fishing			
E. Building			
51. Which of these is NOT a f	fixed capital?		
A. Machines			
B. Roads			

C. Houses	
D. Factories	
E. Raw materials	
52. The following are factors which influence the volume of production, except	
A. the number of workers available and their quality in terms of skills	
B. the working environment for the workers	
C. the political and economic stability of the country	
D. the quality and quantity of factors of production	
E. the level of wealth of the workers	
53. What is a security?	
A. A large sum of money kept aside for the unforseen.	
B. The place where stocks and shares are kept.	
C. The strong room of a bank where money is kept.	
D. A valuable property promised to a money lender in case repayment is not made.	
E. None of the above.	
E. None of the above.	
54. Circulatory capital is also known as capital.	
A. Working	
B. Sophisticated	
C. Liquid	
D. Locomotive	
E. Moving	
Section 19	
55. Who among the following is NOT a producer?	
A. Farmer	
B. Fisherman	

C. Barber				
D. Teacher				
E. None of the above				
56. The is a fore given year.	cast of the total g	overnment rev	enue and expe	nditure in a
A. appropriation bill				
B. budget				
C. consolidated revenu	ie 🥳			
D. vote book				
E. warrant				
57. Trade between Nige	eria and Japan is o	classified as		
A. an alien trade				
B. a domestic trade				
C. an oriental trade				
D. a foreign trade				
E. a dual trade		o by the		
58. The risk in a busines	ss venture is born	e by the	·	
A. trade creditors				
B. employees				
C. trade debtors				
D. entrepreneur				
E. government				
59 is a produ	ıcer of material or	tangible things	S.	
A. Sailor				

B. Teacher			
C. Barber			
D. Manufacturer			
E. None of the above			
60. Land can be reclain	ned from all of the	e following, except	·
A. seas			
B. rocks			
C. lakes			
D. rivers			
E. swamp			
61 are goods when goods and services.	nich are not direc	tly consumed, but used	d for producing other
A. Commodity goods			
B. Consumption goods			
C. Capital goods			
D. Manufactured goods	s estis		
E. Tertiary goods			
62. Limestone is to mar	nufacturing as cer	ment is to	
A. bridging			
B. building			
C. construction			
D. decking			
E. fencing			

63. Which of these is NOT a f	unction of the er	ntrepreneur?	
A. He bears the risk of the bu		*ISON	
B. He takes managerial decis	ions.		
C. He organizes labour, land	and capital in ord	der to produce good	s and services.
D. He decides what to produ	ce, for whom to p	oroduce, and how to	produce them.
E. None of the above			
64. Which of these is a reserv	e currency?		
A. Cedes			
B. Rupee			
C. Naira			
D. Francs			
E. Rand			
65. Commercial services do r	not include	<u>0</u> 60	
A. transportation			
B. distribution of goods			
C. banking			
D. insurance			
E. drilling			

	all's.						
	66. Goods we sell to other o	countries are called	-				
	A. imports						
	B. exports						
	C. raw materials						
	D. home-base goods						
	E. None of the above						
	67. Which of these is a func	tion of the entrepreneur?	??				
	A. He calculates the total number of people in the business world.						
	B. He serves as a middle man to the wholesaler and consumer.						
	C. He bears the risks of the	business.					
	D. All of the above.						
	E. None of the above.						
	68. Match the capitalized w	68. Match the capitalized words below with the correct option.					
	COAL MINER	, Silver					
	A. Finance						
	B. Trade						
	C. Extractive						
	D. Transport						
	E. Direct services						

69. Which of the following	ng is the largest employe	er of labour in West	Africa?	
A. Farming				
B. Fishing				
C. Bead making				
D. Oil drilling				
E. Weaving				
70. All of the following a	are reasons why we study	y commerce, except		
	ove the system of distrib			
B. it helps us to unders	tand how goods and ser	vices are made avai	lable	
C. it helps us spend ou	r money every time			
D. it enables us to unde	erstand why prices are e	ther rising or falling		
E. All of the above				
71. A is a trader	that buys in bulk or large	e quantities and sell	s to others.	
A. consumer				
B. wholesaler				
C. retailer				
D. bulk buyer				
E. none of the above				

72. Which of these is not a reserve currency?	
A. Yen	
B. Pound Sterling	
C. Francs	
D. Dollar	
E. None of the above	
73. Goods and services can be distributed in ways.	
A.1	
B. 2	
C. 3	
D. 4	
E. 5	
74. Dividend is usually paid to	
A. ordinary shareholders	
B. preference share holders	
C. sole proprietors	
D. debenture holders	
E. cumulative preference shareholders	
75 Production involves the provision of commercial services such a	as buying
and selling.	EL.
A. Primary	
B. Second	
C. Tertiary	
D. Nursery	
E. University	

76. All factors of producti	on receive	_
A. rewards		
B. salaries		
C. wages		
D. benefits		
E. dividends		
77. Which of these is NOT	a factor of prod	uction?
A. Land		
B. Crops		
C. Labour		
D. Capital		
E. Entrepreneur		
78. Which of these is a di	vision of Industria	al production?
A. Constructive industry		
B. Textile industry	45100	
C. Milk factory		
D. Oil industry		
E. All of the above		
79. Who among the follow	ving is a produce	r?
A. Farmer		
B. Barber		
C. Teacher		
D. Shoe maker		
E. All of the above		

80. A businessman pays factory.	to an insurance compa	any to insure his property or	
A. dividends			
B. money			
C. premium			
D. wages			
E. insurance funds			
81. How many types of comm	nercial services are there?		
A. 1			
B. 2			
C. 3			
D. 4			
E. 5			
		e in order to improve on their	
productivity or to provide sa	tisfaction.		
A. Commercial	105 C		
B. Wholesale			
C. Retail			
D. Direct			
E. None of the above			
83. Which of these is NOT a	form of production?		
A. Nursery production			
B. Primary production			
C. Secondary production			
D. Tertiary production			

E. None of the above	
84. Which of these is not an aid to trade?	
A. banking	
B. advertising	
C. communication	
D. importing	
E. transportation	
85. Which of these is not a reserve currency?	
A. Cedes	
B. Yen	
C. Dollar	
D. Francs	
E. Pounds	
86. Immaterial wants are simply	
A. services	
B. goods	
C. needs	
D. desires	
E. requirements	
87. Tertiary production involves the following, ex	cept
A. provision of commercial services	
B. storage	
C. distribution	
D. direct and indirect services	

88. Activities that facilitate the buying and selling of goods are collectively called A. aids to trade B. forms of trade C. branches of trade D. kinds of trade E. None of the above 89. In the chain of distribution of goods and services, the wholesaler is followed closely by the _____ A. consumer B. manufacturer C. agent D. producer E. retailer 90. A cooperative society is set up to provide its owners with _ A. goods and services B. profits C. rewards D. dividends E. None of the above 91. _____ is that branch of production that is concerned with the distribution and exchange of the products of nature and man.

E. manufacturing

A. Business studies

B. commerce

C. Economics		
D. Sales		
E. Marketing		
92. What occurs betw	een a buyer and a seller?	
A. Marketing		
B. Trade		
C. Exporting		
D. Marketing		
E. None of the above	le the	
93 are ren	ndered to things so that people ma	y benefit later.
A. Direct services		
B. Wholesale		
C. Savings		
D. Indirect services		
E. Insurance		
94. Which of these is	a circulatory capital?	
A. Money		
B. Computer		
C. Houses		
D. Robots		
E. Machines		
95. Which of the follow	wing is NOT a commercial occupat	ion?
A. Transportation		
B. Warehousing		

C. Insurance				
D. Banking				
E. None of the above				
96. Which of the follow	ving does NOT	offer essential se	ervices in Nige	eria?
A. PHCN				
B. NITEL				
C. UPTH				
D. CBN				
E. UNIPORT				
97. A is someor	ne who owns or	ne or more share	es in a busines	S.
A. chief				
B. stockowner				
C. shareowner				
D. shareholder				
E. Chief Executive Off	icer			
98. Shares are sold at	the			
A. stock brokerage				
B. commodity market				
C. capital market				
D. stock exchange				
E. bank				
99. Kubulaode sets as	″ ide N 4,800 froi	m his salary ever	y month for bı	usiness purposes.
This ₹4,800 is referred	d to as			
A. capital				
atstir.				

B. drawings	
C. loan	
D. profit	
E. reserve	
The correct answer is option [E]	
100 are goods and services	which are ready for use by the consumers.
A. Capital goods	
B. Production goods	
C. Consumption goods	
D. Manufactured goods	
E. Tertiary goods	
101. Which of these is an aid to trade?	
A. Importing	
B. Exporting	
C. Advertising	
D. Retailing	
E. Wholesaling	
102. Industrial production is divided into	o part(s).
A. 1	
B. 2	
C. 3	
D. 4	
E. 5	

103. Gases are best conveyed through		
A. tankers		
B. trailers		
C. lorries		
D. pipelines		
E. cookers		
104. Is best defined as		
A. the buying and selling of goods on an average sc	cale	
B. the retailing on a small scale and wholesaling on a	a large scale	
C. the production and consumption of large scale go	goods	
D. the distribution of goods on a large scale		
E. the buying and selling of goods or services, and ir support such trade	ncludes all activities which	
105. The term 'cost of living' means		
A. the cost of acquiring the basic necessities of life		
B. the cost of food and clothing only		
C. the cost of shelter and clothing only		
D. the cost of food and shelter only		
E. the cost of education only		
106. Which of the following is the best channel for th	ne sale of mobile phones?	
A. Producer-retailer-consumer		
B. Producer-wholesaler-consumer		
C. Producer-consumer		
D. Producer-wholesaler-retailer-consumer		
E. All of the above		

107. Foreign trade is also called	trade.	
A. dual		
B. cross country		
C. abroad		
D. overseas		
E. international		
108. Capital goods are also known as		
A. Producer goods		
B. Consumption goods		
C. Consumer goods		
D. Manufactured goods		
E. Money goods		
109. Traders who buy in large quantiti	ies for resale are known a	as
A. Bulk traders		
B. Retailers		
C. Producers		
D. Wholesalers		
E. Consumers		
110. Who is a consumer?		
A. One who eats too much.		
B. One who makes use of goods and	services rendered.	
C. One who consumes anything.		
D. One who drinks alcohol.		
E. None of the above.		

111. Human labour is producti	ve only when		
A. something is visibly made			
B. reward is paid in terms of	wages and salaries		
C. the organizer makes big p	orofit		
D. commodities are produce	ed and sold		
E. efforts lead to the satisfac	ction of wants		
112. Which of these is a form	of production?		
A. Primary production			
B. Industial production			
C. Labour			
D. Services			
E. Commercial production			
113. The industry is a changing raw materials into a	division of industrial prod a form in which they are to		ed with
A. extractive	105 to		
B. constructive			
C. manufacturing			
D. commercial			
E. consumer			
114 involves making needs such goods.	g goods and services avai	ilable where and when	man
A. Marketing			
B. Construction			
C. Economics			

taff of the
final consumers.

D. Commercial produ	uction			
E. None of the above)			
119. The is an o			-	d quantities,
A. order form				
B. invoice				
C. delivery note				
D. quotation				
E. none of the above				
120. Which of these is	s NOT a skilled labo	our?		
A. Engineers				
B. Dentists				
C. Doctors				
D. Lawyers				
E. Bus conductors				
	105t5 V			
121. Which of these is	a means of commu	unication		
A. Newspaper				
B. Radio				
C. Television				
D. Post office				
E. All of the above				

122. Foreign trade involves importing and	
A. landing	
B. exporting	
C. outporting	
D. offshoring	
1.5°	
E. shipping	
123. Which of these is an aid to trade?	
A. Importing	
B. Exporting	
C. Retailing	
D. Marketing	
E. Advertising	
124. All, but one of these are channels of distribution except	
A. Manufacturer - Retailer - Wholesaler - Consumer	
B. Manufacturer - Consumer	
C. Manufacturer - Retailer - Consumer	
D. Manufacturer - Wholesaler - Consumer	
E. Manufacturer - Wholesaler - Retailer - Consumer	
125. Petroleum exploration comes under the	
A. commercial service	
B. direct industry	
C. extractive industry	
D. constructive industry	
E. manufacturing industry	

Otto							
126. Commercial ser	vices include al	l of the following, e	except	·			
A. buying and selling	9						
B. transportation							
C. banking							
D. packaging							
E. producing							
127. Trade develope	d because	<u> </u>					
A. it could not be ur	nderdeveloped						
B. people were gree	edy						
C. traders were gree	edy for more pro	ofit					
D. it was not possib	D. it was not possible for one person to produce all his needs						
E. All of the above							
128. The in	dustry is concer	ned with obtaining	g raw material	s from nature.			
A. textile							
B. oil							
C. construction							
D. drilling							
E. extractive							
129 refers to	the worth that	a product or servi	ce would bring	g to someone if			
sold.		200		-Carrie			
A. Allowance							
B. Remuneration							
C. Goodwill							
D. Maximum utility							
E. Monetary value							

130 is any resource made	by man and set aside for f	urther production.
A. Machines		
B. Capital		
C. Money		
D. Entrepreneur		
E. None of the above		
131. The following are factors that de	etermine the supply of labo	our, except
A. the total population of a country	e dire	
B. the size of the organisation		
C. the percentage of total population	on which is within the work	ing group
D. total number of hours people are	e willing to work	
E. the amount of wages paid		
132. Which of these is not a type of	insurance?	
A. Marine		
B. Life		
C. Accident		
D. Fire		
E. Marriage		
133. The process by which the gove	rnment takes over a privat	e business is known
A. Commercialization		
B. Indigenization		
C. Nationalization		
D. Privatization		

E. Industrialization 134. Match the capitalized word below with the correct option. **DENTIST** A. Direct service B. Extractive C. Finance D. Transport E. Trade 135. Match the capitalized words below with the correct option. SHOP ASSISTANT A. Direct services B. Extractive C. Finance D. Transport E. Trade 136. Oil exploration is classified under the _ A. constructive industry B. manufacturing industry C. extractive industry D. directive service E. engineering company

137. Pick the odd option.

A. Labour

B. Land

C. Capital			
D. Money			
E. Entrepreneur			
138 involves	the commercial funct	tion of storage.	
A. Warehousing			
B. Distribution			
C. Commercialization			
D. Reservation			
E. None of the above			
139 labour included become experts on the	udes those who have eir jobs.	received formal traini	ing and as such
A. Skilled			
B. Unskilled			
C. Semi-skilled			
D. Demi-skilled			
E. Talented	16212 m		
140. A person who plai	ns for a business and	acts the business fur	octioning is called
	is for a business and	gets the business ful	ictioning is called
A. a business man			
B. a trader			
C. a marketer			
D. a capitalist			
E. an entrepreneur			

- 141. _____ is concerned with the production of food and raw materials.
- A. Primary production
- B. Capital goods
- C. Secondary goods
- D. Nursery goods
- E. None of the above

142. Money used to start	up a business	is called	·	
A. saving				
B. loans				
C. dividends				
D. capital				
E. interest				
143. Consumption goods	are also know	n as		
A. consumer goods				
B. manufactured goods				
C. production goods				
D. perishable products				
E. None of the above				
144. Bridge building come	es under	- co ₀₀		
A. commercial service				
B. direct service				
C. extractive industry				
D. constructive industry				
E. None of the above				
145. Labour, in Commerce	e, can be defir	ned as all of the fo	llowing, excep	t
A. it is the productive po	wer of individu	ıals		
B. it is the actual effort, b production	ooth physical a	and mental, made	by human beir	igs towards
C. it is the process of und	dergoing child	l-birth		
D. it is human effort of ar	ny kind, whethe	er such efforts are	e manual, ment	al, skilled or
unskilled				

E. None of the above		
146. The Accountant General of the Fe	ederation of Nigeria works in	
A. the Federal Ministry of Finance		
B. the State Ministry of Finance		
C. a public limited company		
D. the Nigerian National Petroleum Co	ompany	
E. the Federal Ministry of Economic P	Planning	
147. The total amount of money actual capital is called	lly received by a company out of the issue	d
A. paid up capital		
B. unissued capital		
C. reserved capital		
D. called up capital		
E. authorized capital		
148. Which of the following is referred	to as the 'gift of nature'?	
A. Capital		
B. Entrepreneur		
C. Labour		
D. Land		
E. Organizer		
149. Who is a stock broker?		
A. One who sells and buys and sell sh	nares and other securities from the stock	

B. One who buys shares from a public company for both retail and institutional

exchange for both retail and institutional clients.

clients..

C. One who sells shares to priva	te individuals only.
D. One who breaks stock market	ers accounts for both retail and institutuonal client
E. One who stocks the store or s	hop.
150 is a type of capital w	nich can be used up easily.
A. Fixed capital	
B. Circulatory capital	
C. Sophisticated capital	
D. Liquid capital	
E. Standard capital	
151. Nigeria exports to o	ther countries.
A. manganese	
B. shoes	
C. yam	
D. bread	
E. clothes	*Siles
152. Which aid to trade concerns location to another?	the conveyance of goods and persons from one
A. Warehousing	
B. Transportation	
C. Communication	
D. Telecommunication	
E. Advertising	
153. The channel for the sale of a	ship is an example of a
A. Three way channel	

B. Two way channel		
C. Four way channel		
D. Five way channel		
E. None of the above		
154. Match the capita	lized words below with th	ne correct option
BANK CLERK		
A. Direct services		
B. Extractive		
C. Transport		
D. Finance		
E. Trade		
155. Trade by barter w	as replaced by the use o	of
A. services		
B. education		
C. money		
D. knowledge		
E. None of the above		
156. Insurance involve	es the transfer of	
A. ownership	-0 ¹ 10	COLL
B. funds		
C. capital		
D. risks		
E. dividends		
60,		

157. Reserve cu	rencies are				
A. foreign curre	ncies reserved in th	e bank			
B. foreign curre	ncies printed for a f	uture purpose			
C. moneys of other countries reserved by commercial banks					
D. currencies that are held by many governments and institutions, and used by them to pay off international debts or influence their exchange rates					
E. Nigerian currencies reserved in foreign accounts of other countries					
158 which interest is	s a certificate issue payable.	d by a company a	acknowledging	g a loan upon	
A. Deed					
B. Stock					
C. Share					
D. Debenture					
E. Loanage					

TOPIC: COMMUNICATION

1	. Tel	ephone services	provided by	y NITEL include a	all of the	following,	except

- A. mobile calls
- B. emergency calls
- C. local calls
- D. trunk calls
- E. conference calls

TOPIC: FORMS OF BUSINESS ORGANISATIONS

DIRECTION: Choose the correct answer from the lettered options.

i. which of these is not a coop	perative society?		
A. Producers' cooperative so	ciety		
B. Consumers' cooperative so	ociety		
C. Cooperative thrift societies	3 0000		
D. Public cooperative societies	es		
E. None of the above			
2. A disadvantage of the publi	c enterprise is		
A. they encourage large-scale	e production		
B. they prevent private monop	oolies		
C. they provide essential serv	ices to the public		
D. they help the government of	of developing countries	s to control strate	egic industries
E. there is too much political i	nfluence in the appoin	tment of board o	f directors
	Sisting		
3. Which cooperative society	deals with the producti	on of goods?	
A. Producers' cooperative so	ciety		
B. Consumers' cooperative so	ociety		
C. Cooperative thrift society			
D. Public cooperative society			
E. None of the above			

4. Which of these is a disadvantage of a Cooperative society?

A. It is run democratically.

- B. Profit is distributed according to the amount of purchase a member makes.
- C. It promotes education among members because educational pamphlets are provided for members.
- D. Membership is open to anybody who is interested.
- E. Many of those who run cooperative societies do not have enough business experience.
- 5. Which of the following is not a source of capital to a sole trader?
- A. Credit purchase.
- B. Equipment leasing.
- C. Personal savings.
- D. Borrowing from friends.
- E. Selling of shares to the public.
- 6. Which business organization has a membership range of 2-50?
- A. Cooperative society
- B. Partnership
- C. Private limited company
- D. Public enterprise
- E. Public limited company

7. Which of these is a disadvanta	age of a Sole Proprietorship?	
A. A small amount of capital is n	eeded to start the business.	
B. The owner enjoys privacy.		
C. Decisions can be taken quick	kly by the owner .	
D. The owner enjoys all the profi	its.	
E. None of the above.		
8. Public enterprises can be own	ned by all of the following, exc	cept
A. the federal government		
B. the state government		
C. the local government		
D. the council		
E. none of the above		
9. A is also referred to as	s a joint-stock company.	
A. partnership		
B. limited Liability Company		
C. cooperative society		
D. public enterprise		
E. private liability company		
10. A of a limited liability shares if the business fails.	company can only loose the	value of his or her
A. partner		
B. shareholder		
C. owner		
D. manager		
E. customer		

11. A public liability comp	oany requires a	maximum of	_ shareholde	ers.
A. 50				
B. 100				
C. 500				
D. 1,000				
E. None of the above				
12. The Article of Partne	rship is also ca	lled		
A. an evidence				
B. a certificate				
C. a deed				
D. all of the above				
E. none of the above				
13. Which of these is a li	mited company	/?		
A. Partnership				
B. Public Liability Comp	any			
C. Cooperative Society				
D. Government Agency				
E. None of the above				
14. Which of these is not Nigeria?	t a public enter	prise owned by th	e Federal G	overnment of
A. Power Holding Comp	oany of Nigeria.			
B. Federal Radio Corpo	ration of Nigeri	ia.		
C. Nigeria Railway Corp	oration.			
D. National Agency for I	Food Drug Adn	ninistration and Co	ontrol.	
E. Federal Housing Auth	nority.			

15. A public liability compa	any requires a minim	um of	shareholders.	
A. 4				
B. 2				
C. 7				
D. 9				
E. 8				
16. Which of these is an ac	dvantage of a Coope	erative society	?	
A. Many members do not	have enough busine	ess experience	€.	
B. Some cooperative soc	ieties are not strong	enough finan	cially.	
C. They may use their mo	ney to promote the i	interests of a	political party.	
D. Profits of cooperative revenue.	societies are not tax	ed and this re	duces governr	nent
E. None of the above.				
17. Which of these busines	ss organizations suff	er double taxa	ation?	
A. Public liability compan	у			
B. Private liability compar	ту			
C. Partnership				
D. All of the above				
E. None of the above				

40 40 000		, CO,	
18. Capital for the establis	shment of public ente	erprises is provided b	у
A. government			
B. the public			
C. private individuals			
D. business men			
E. All of the above			
19. As, no rival com	npanies are allowed	to compete with publ	ic enterprises.
A. private enterprises			
B. state monopolies			
C. public monopolies			
D. local monopolies			
E. None of the above			
20. Which of these is the	most common busin	ess unit in West Afric	a?
A. Cooperative society			
B. Sole proprietorship			
C. Partnership			
D. Industry			
E. Joint stock company			

21. Which of these is not a	source of capital	to the partnership?	
A. Capital contributed by	the partners.		
B. Loans taken from friend	ls.		
C. Short-term loans from	commercial banks		
D. Sale of shares on the st	tock exchange.		
E. Profits retained in the b	usiness.		
22. A private limited liability	y company has a r	ange of to	shareholders.
A. 2 - 50			
B. 2 - 30			
C. 2 - 40			
D. 2 -60			
E. 2 -100			
23. Profits and losses are s	shared equally or i	n an agreed proporti	on in a
A. sole proprietorship			
B. limited Liability Compar	ıy		
C. partnership			
D. cooperative society			
E. all of the above			

- Ollo			
24. A partner with unlim	ited liability is known a	s partner.	
A. a dormant			
B. a nominal			
C. a general			
D. an active			
E. a relevant			
25. A cooperative socie	ty is said to be run der	mocratically because _	
A. a member does not h	have more than one vo	ote	
B. it was established du	iring democracy		
C. the democratic party	y of the U.S.A first form	ed it	
D. All of the above			
E. None of the above			
26. When there is no wr shared	itten agreement, partn	ership profits and losse	es will be
A. proportional to capit	al contributions		
B. equally	*85 ¹²		
C. pro rata			
D. ratio of 2:1			
E. ratio of 3:2			

27. An advantage of the public enterpr	ise is	
A. there is too much political influence		oard of directors
B. there is too much delay in taking de	ecisions	
C. there is too much waste in public en	nterprises	
D. they prevent private monopolies		
E. lack of competition brings about ine	efficiency	
28. The is a limited liability com	pany that can sell its shar	es to the public.
A. private limited company		
B. partnership		
C. sole proprietorship		
D. cooperative society		
E. None of the above		
29. A is a business owned by two	or more people.	
A. sole proprietorship		
B. limited Liability Company		
C. partnership		
D. public enterprise		
E. none of the above		

30. Which of these is an ac	Ivantage of a Co	operative society	?
A. It is run democratically.			
B. Profit is distributed acco	ording to the am	ount of purchase	a member makes.
C. It promotes education a provided for members.	among members	because education	onal pamphlets are
D. Membership is open to	anybody who is	interested.	
E. All of the above.			
31. Why are public enterpris	ses established?	>	
A. To give the government	money.		
B. To carter for the welfare	of the people.		
C. To enrich the country.			
D. To make the governmen	nt look good.		
E. All of the above.			
32. The main disadvantage	of a Sole propri	etorship is	A CONTRACTOR OF THE PARTY OF TH
A. continuity			
B. unlimited liability			
C. independence			
D. specialization			
E. tax holiday			

33. A company can be	limited by			
A. grants				
B. property				
C. shares				
D. dividends				
E. All of the above				
34. The main advantag	e of a sole pro	prietorship is		
A. continuity				
B. limited liability				
C. independence				
D. specialization				
E. holiday				
35. How many types of	cooperative s	ocieties are ther	e?	
A. 1				
B. 2				
C. 3				
D. 4				
E. 5				
36. Which of these bus newspapers?	siness organiza	ations has its anr	nual account pu	blished in the
A. Sole proprietorship	Carrie			
B. Partnership				
C. Public liability comp	oany			
D. Private liability com				
E. All of the above	200			

37. The membership of a	partnership	may range from	to	
A. 1 – 20				
B. 2 - 20				
C. 1 - 30				
D. 2 - 30				
E. 3 - 20				
38. A public enterprise is	a business c	owned by the		
A. shareholders				
B. government				
C. partners				
D. One person				
E. Managing Director				
39. Which of these is NO	T a source of	f capital for the	sole proprietor	ship?
A. Private savings.				
B. Loan from friends.	, è			
C. Loans from relatives.				
D. Money from investme	nt trusts.			
E. Loan from banks.				
40. Which of these is NO	T a business	organisation?		
A. Sole Proprietorship				
B. Partnership				
C. Cooperative Society				
D. Public Enterprise				
E. None of the above				
41. Which of the following	g is not a sou	rce of business	capital for a on	e man-business?

B. Borrowing from relative	S.			
C. Issuing of shares.				
D. Past savings.				
E. Profit from previous ope	erations.			
42. Which of these is NOT	an advantage	of a public liabili	ty company?	>
A. It can raise money from	the public by	the issue of sha	res and debe	entures.
B. Shareholders have little	e say in the rur	nning of the com	pany.	
C. It is a legal entity which	means it can	be sued and can	sue.	
D. The company's propert	y are different	from those of its	owners.	
E. The shareholders can to	ransfer their sl	nares freely in the	e stock exch	ange.
43. Which of these is NOT	an advantage	of a partnership	?	
A. Members of the partner capital.	rship pool reso	ources together l	oy contributi	ng to the
B. The risk of the business	s is shared by	the owners .		
C. Partners can advise on	e another.			
D. The partnership enjoys	privacy becau	ise its yearly acc	ounts are no	t published.
E. The partnership is not le	egally separate	ed from its owne	rs.	
44. A is a limited li	ability compar	ny that cannot se	ll shares to t	he public.
A. private liability compan	y			
B. public liability company	,			
C. partnership				
D. public corporation				

A. Borrowing from friends.

- com						
E. None of the above						
The correct answer is option [A].						
45. The is a limited liability c	ompany that can sell its shar	es to the public.				
A. private limited company						
B. partnership						
C. sole proprietorship						
D. public liability company						
E. None of the above						
46. Which of these is NOT a disadva	antage of a partnership?					
A. The risks of the business are sha	ared by the owners.					
B. The liability of partners are gene	rally unlimited.					
C. Partnerships lack continuity especially when a partner dies.						
D. Partnerships are not legally separated from their owners.						
E. Disputes among partners may ca	ause delays in taking decisior	1S.				
47. The is a business organisa	tion owned by the governme	nt.				
A. sole proprietorship						
B. partnership						
C. cooperative society						
D. public enterprise						
E. limited Liability Company						
48. Which of the following would NO	DT be stated in a Memorandu	ım of Association?				
A. Name clause						
B. Objective clause						
C. Registered office address						

D. Life span of the company			
E. Ultra vires rule			
49. Which of these is a source of	f capital for the private	limited liability	company?
A. Sale of shares on the stock ex	xchange.		
B. Retained profit.			
C. Borrowing from private individ	dual investors.		
D. Long-term loans from the bar	nk.		
E. All of the above.			
50 deals with the selling of	of certain consumer go	ods.	
A. Producers' cooperative socie	ety		
B. Consumers' cooperative soci	ety		
C. Cooperative thrift society			
D. Public cooperative society			
E. None of the above			
51. When there is no written agre	ement, partnership pro	ofit and losses	are shared
A. proportionally to capital			
B. equally			
C. pro rata			
D. in the ratio of 2:1			
E. in the ratio of 3:2			
	ש°	300	
52 encourages members	to save their money and	d to borrow fro	om its money.
A. Public cooperative societies			
B. Cooperative thrift societies			

C. Producer's cooperative societies		
D. Consumer's cooperative societies		
E. None of the above		
E. None of the above		
53. A business organisation owned by	one person is called	a
A. sole proprietorship	one person is canea	u
B. cooperative society		
C. public enterprise		
A Comment of the Comm		
D. partnership		
E. none of the above		
FATEL AND		
54. The sole trader is also known as the	e	
A. proprietor		
B. sales man		
C. sole proprietor		
D. businessman		
E. managing director		
55. Which of these is NOT an advanta	ge of a partnership?	
A. Members of the partnership pool recapital.	esources together by	contributing to the
B. The risk of the business is shared b	y the owners.	
C. Partners can advise one another.		
D. Small amount of capital is needed	to commence the bu	siness.
E. There is room for cordial relationsh	ip between the owne	rs and the staff.

56. For a partnership without a deed,	profits or losses are shar	ed
A. in the ratio of each partner's capita	al	
B. equally among the partners		
C. proportionately to patronage		
D. proportionately to assets introduc	ed	
E. proportionately to capital		
57. Which of these sources of capital partnership and private limited liability		roprietorship,
A. Loans from friends.		
B. Loans from relatives.		
C. Loans from banks.		
D. Sale of shares.		
E. All of the above.		
58 is a form of business un	idertaking founded and o	wned by a
Voluntary association of individuals of members who participate in profit sha		tributes goods to its
A. Sole proprietorship		
B. Public liability company		
C. Private liability company		
D. Public enterprise		
E. Cooperative society		

59. Which of these is ar	n advantage of S	Sole Proprietorship?		
A. A small amount of ca	apital is needed	to commence the bu	usiness.	
B. If the business fails,	the sole proprie	tor will shoulder the	loss alone.	
C. The sources of capi	tal to the sole pr	oprietor are limited.		
D. The business often	dies with the owi	ner.		
E. All of the above.				
60. An advantage of the	e Sole proprieto	rship is		
A. continuity				
B. limited liability				
C. independence				
D. specialization				
E. holiday				
61. A public limited liabi	lity company car	n enter into contract	s because it	
A. has many employee:	S			
B. has shareholders				
C. is a legal entity				
D. is allowed to take ou	ıt debentures			
E. its workers dress co	rporate			
62. How many types of	limited liability c	ompanies are there?)	
A. 1				
B. 2				
C. 3				
D. 4				
E. 5				

- 63. The document usually prepared before a partnership can be formed is called the
- A. Article of Partnership
- B. Agreement of Partnership
- C. Contract of business
- D. Dividend
- E. None of the above

TOPIC: FORMS OF TRADE

i. The highest Nigerian export cor	nmodity is
A. crude oil	
B. rubber	
C. hides and skin	
D. palm oil	
E. cocoa beans	
2. The school cafeteria is a good	example of scale business outlet.
A. a large	
B. an average	
C. a medium	
D. a small	
E. a very large	
	A STATE OF THE STA
3. The exchange of goods for goo	ods is
A. barter	
B. buying	
C. credit	
D. selling	
E. specialization	
4 'Selling to the highest bidder' is	a major characteristic of
A. auction sales	
B. sales by inspection	
C. sale by sample	

D. American sales				
E. cash transaction				
5. Ellis suddenly disco goods delivered to hir				ercharged for the
A. consignment note				
B. debit note				
C. protest note				
D. credit note				
E. cover note				
6. The is issued	as an evider	ice of money pa	aid and received.	
A. invoice		2,1		
B. receipt				
C. credit note				
D. cover paper				
E. bill of lading				
		5.5		
7. Which one of the fo purchaser?	llowing would	d NOT convey u	inmediated owne	ership of title to the
A. Cash purchase				
B. Credit purchase				
C. Hire purchase				
D. I-owe-you				
E. Deferred purchase				
8. Another name for n	et profit is			
A. Gross profit				

B. total profit	
C. grand profit	
D. true profit	
E. high profit	
9. Another name for dom	nestic trade is
A. home trade	
B. international trade	
C. land trade	
D. sea trade	
E. internal trade	
10. Quantity discount is	dependent on the
A. rate of turnover	
B. quantity purchased	
C. delivery period	
D. nature of product	
E. prompt payment	
11. The wholesaler makes	s bulk purchases from the
A. retailers	
B. consumers	
C. manufacturer	
D. middleman	
E. none of the above	

TOPIC: OFFICE PRACTICE

1. Where should the records of as	ssets of a comp	any be found?	
A. Finance department.			
B. Invoice department.			
C. Reception.			
D. Sales department.			
E. Production department.			
2. An office is defined as			
A. a room or building set aside for	or carrying out o	clerical activities	
B. a room where people are rece	eived and entert	ained	
C. a room or building where a pr	incipal works		
D. a room in which business or p	rofessional acti	vities take place	
E. none of the above			
	Sisti		
3. Filing documents according to	their area of or	igin is called	
A. Geographical filing			
B. Chronological filing			
C. Subject filing			
D. Alpha-numerical			
E. Area filing			
4. What is an office?			
A. A place where people of like r	ninds meet.		
B. A place to do work.			
C. A place where business is dor	ne or service is	provided.	

D. A place where business men meet t	to discuss business.	
E. A place where goods are sold.		
5. All, but one of the following is NOT a	a factor considered when set	tting up an office?
A. Floor space		
B. Work-flow		
C. Location		
D. Planning		
E. Organogram		
6. The Personnel department performs	s the following functions, exc	ept
A. arranging the reception for visitors	to the organisation	
B. employing new staff		
C. looking after staff welfare		
D. keeping staff records		
E. executing staff dismissal		
7. Clerical duties are BEST performed i	in	
A. a company		
B. a market		
C. a ministry		
D. an office		
E. a school		
8. Which of these most suitably enhance	ces efficiency in an organisa	tion?
A. Constant light.		
B. Accurate accounting.		
C. Correct auditing.		

D. Division of labour.		
E. Good working environment.		
9. The Purchasing department per	forms the following functions, e	except
A. employing new staff		
B. looking after staff welfare		
C. keeping staff records		
D. selling and marketing the produ	acts and services of the organi	sation
E. None of the above		
10. Which of these is NOT a primar	y department in an organisatio	n?
A. Administrative		
B. Personnel		
C. Sanitary		
D. Sales		
E. Accounts		
	"Silo" (Silon)	
11. Which of these officers respond	Is to a letter of enquiry?	
A. Director of Administration.		
B. Managing Director.		
C. Purchasing Manager.		
D. Sales Manager.		
E. Store Officer.		
12. The following are the qualities o	of a clerical staff, except	- 10°
A. has a minimum educational qua	lification such as WAEC	
B. a pleasant disposition		
C. an ability to speak the official la	anguage	

D. a good sales man o	marketer			
E. a good general appe				
13. The branch of an or known as the	ganization tha	t serves as the life	-wire of that	organization is
A. branch office				
B. head office				
C. zonal office				
D. regional office				
E. staff office				
14. Which of the followi	ng is a functio	n of the Sales dep	artment?	
A. Storing goods until	they are neede	ed.		
B. Buying materials nee	eded for the b	usiness.		
C. Getting information	from the publi	c on their needs.		
D. Replacing equipmer	nt/tools used i	n production.		
E. Keeping financial re	cords and con	trolling the budge	t. Š	
	, 5°			
15. A place where planr and distribution of goo		_	connection w -	ith production
A. a business center				
B. a market				
C. an office				
D. an establishment				
E. a firm				
16. The Head of the Acc	counts Departi	ment in an organiz	ation is calle	d
A. Personnel Manager				

B. Purchasing Manager	
C. Chief Accountant	
D. Transport Manager	
E. Accountant General	
17. Why do we call the office a "command post"?	
A. It is because an army officer can live in there.	
B. It is a post office for issuing commands.	
C. It is set up to deal with a chain of processes and the management oprocesses.	f such
D. It is a house with many bosses who give out daily orders.	
E. None of the above.	
18. Which of these is NOT a function of an office?	
A. Receiving information.	
B. Recording information.	
C. Communicating information.	
D. Safe guarding information.	
E. Processing received information.	
19. An office can receive information through all of the following, excep	t
A. letters	
B. telephone calls	
C. gossip	
D. personal contact	
E. telegrams	

20. An office could be small or		
A. large		
B. big		
C. great		
D. sizeable		
E. None of the above		
21. Which of these is NOT a responsibility of	of the Personnel departmen	nt?
A. Staff recruitment.		
B. Staff welfare.		
C. Staff training.		
D. Staff promotion and discipline.		
E. Preparation of staff salaries.		
22 is NOT a personal quality a staff sh	ould possess.	
A. Follows instructions accordingly		
B. Works with others in unity		
C. Devoted to work duties		
D. Promotes conflicts among staff		
E. Works with intergrity and honesty		
23. The Accounts Department is usually in	control of	
A. personnel		
B. finance		
C. purchases		
D. administration		
E. sales		

24. The department an organization.	nt deals with recruiting and	d the maintenance of discipline	in	
A. Accounts				
B. Production				
C. Marketing				
D. Public Relations				
E. Personnel				
25. A commercial bank is	an example of a			
A. small office	X.			
B. medium office				
C. large office				
D. general office				
E. None of the above				
26. The following are func	tions of the Administrative	e department, except		
A. arranging the reception	n for visitors to the organi	sation		
B. maintaining an efficien	t and convenient filling sy	stem		
C. employing new staff				
D. documenting in-coming and out-going letters				
E. formulating policies and	d ensuring that such polic	es are executed		
27. The place in an organi referred to as the	zation where administrativ	ve duties are carried out is		
A. clearing house				
B. store				
C. office				
D. centre				

E. duty place				
28. The Sales department	: performs the	following function	ons, except	
A. arranging staff training	Į			
B. selling and marketing t	the products ar	nd services of th	ne organisation	1
C. organising sales camp	aigns in order	to attract new c	ustomers	
D. advertising the produc	cts of the organ	nisation		
E. None of the above				
29. All, but one of the folloone.	owing is a resp	onsibility of a cl	erical officer. Id	dentify the odd
A. Writing				
B. Filing				
C. Sorting				
D. Indexing				
E. Publishing				
30. The following are way:	s of recording	information in a	n office, excep	t_x05
A. filing in a cabinet				
B. typing				
C. writing				
D. tape dubbing				
E. filing in a basket				
31. The scope of functions	s performed in	an office largely	y depends on _	
A. the administration of the	-			
B. the location of the offi	ce			
C the size of the office				

D. All of the above			
E. None of the above			
32 is a simple s different type of work.	system in which each	member of a group s	specializes in a
A. Labour			
B. Entrepreneurship			
C. Division of labour			
D. Forms of business			
E. None of the above			

TOPIC: THE COMPUTER

1. The set of instruc	ctions which tell what to do is called	
A. a programme		
B. processes		
C. data		
D. an input		
E. an output		
2. A notebook com	nputer is also known as a	
A. desktop		
B. laptop		
C. printer		
D. mouse		
E. exercise book		
	al Silver	
3. The monitor, sys modern computer	stems unit, keyboard and mouse are all _ system.	components of a
A. software		
B. hardware		
C. output		
D. input		
E. data		

	4. The following are components of the	central processing unit (C	CPU), except the
	A plant		
	A. clock		
	B. instruction control unit		
	C. register		
	D. monitor		
	E. arithmetic and logic unit		
	5. The elimination of faults in a compute	r program is called	- XXCO
	A. consulting		
	B. debugging		
	C. dumping		
	D. looping		
	E. error engaging		
	6. Another name for the processesor is	the	
	A. Central Processing Vault (CPV)		
	B. Central Processing Unit (CPU)		
	C. Central Processing Data (CPD)		
	D. Data Processing Unit (DPU)		
	E. Information Processing Unit (IPU)		
	7. The person who writes the programme	e for is called a	
	A. writer		
	B. computer programme		
	C. computer analyst		
	D. computer writer		
	F computer programmer		

8. Computer programmers stored in memory are called	
A. hardware	
B. input devices	
C. software	
D. the system unit	
E. desktops	
9. The monitor is device.	
A. an input	
B. an output	
C. a data	
D. an information	
E. a programme	
10. All of the following are computer programmes, excep	ot
A. word processing	
B. desktop publishing	
C. spreadsheet	
D. computer keyboard	
E. none of the above	
11. Computers are noted for and in process	ing data.
A. data, timing	
B. accuracy, timing	
C. speed, data	
D. speed, accuracy	
E. accuracy, data	

12. The keyboard is devic	ee.	
A. an output		
B. an input		
C. a programme		
D. a data		
E. an information		
13. Data are raw		
A. facts		
B. information		
C. figures		
D. output		
E. components		
14. Processed data is referred to	o as	
A. output		
B. information		
C. result		
D. paper		
E. formation		
15. Which of these is NOT a meth microcomputer?	nod of correcting errors w	hen using the
A. Using the backspace key.		
B. Using the undo option.		
C. Using correction fluid.		
D. Using the delete key.		
E. All of the above.		

io. Which of the following	is not a basic comp	onent of a modern col	inputer?
A. Keyboard			
B. Notebook			
C. Monitor			
D. Mouse			
E. Central Processing Uni	t jos		
17. Information which resu	Its from processing	data is known as	<u> </u>
A. input			
B. output			
C. computer			
D. processing			
E. process			
18. The hardware compone screen of a microcompute		nent from one location	to another on the
A. monitor			
B. mouse	*05t5**		
C. rat			
D. mother board			
E. CPU			

19. The CPU is in effect	the of the	computer.		
A. mind				
B. head				
C. brain				
D. stomach				
E. finger				
20. Which one of the fol	lowing will you no	t find in a standa	ard computer?	
A. The monitor				
B. Function keys				
C. Scroll bar				
D. Space bar				
E. Cursor movement ke	у			
21. A toggle key has the	and	commands.		
A. ON and OFF				
B. START and STOP				
C. START and END				
D. BEGINNING and END)			
E. LEFT and RIGHT				
22. The three major func	ctional units which	the modern cor	mputer has are	-AMECO
A. the input, the proces	sor and the outpu	t units		
B. the back box, output,	and input units			
C. BASIC, COBOL and	output units			
D. BASIC, the processo	r and PASCAL			
E. the television, the bo	x and the brain			

23. A small hand-held don screen is called the		er on the bottom	which control	s the pointer
A. CPU				
B. mouse				
C. monitor				
D. space bar				
E. cursor				
24. A key or command t each time it is used is c		ck and forth betv	ween compute	r operations
A. house key				
B. action key				
C. keyboard				
D. toggle key				
E. enter key				
25. A set of instructions	telling what to	do is called a	×6.	
A. computer instruction	n manual			
B. data processing				
C. computer programm	ie			
D. computer informatio	n 🧀			
E. computer output				
26. Data received by for	r processing are	e called		
A. processed data				
B. information				
C. input				
100				

D. stored programme E. output

TOPIC: TYPEWRITING

DIRECTION: Choose the correct answer from the lettered options.

i. LM21 in means			
A. set left margin as 21			
B. left movement 21			
C. set left margin as 21 ar	nd right margin as 21		
D. lift manuscript 21 times	25100		
E. None of the above			
2. Which of these keys is a	used for typing cont	inous capital letter	s?
A. Shift key			
B. Shift lock key			
C. Capital key			
D. Space bar			
E. None of the above			
	-51511		
3. All of the following are t	the parts of a typewr	iter, except the	·
A. ribbon switch			
B. cylinder knobs			
C. space bar			
D. carriage release/lever			
E. front spacer			
4. How many "home row" k	eys are there?		
A. 5			
B. 4			
C. 11			

D. 8			
E. 13			
5. The average speed for a begin or more words for an advanced ty		words per minute	e to
A. 25 - 60			
B. 10 - 50			
C. 20 - 70			
D. 25 - 50			
E. 25 - 80			
6. Which of these is NOT a type o	f business letter laye	out?	
A. Fully-Blocked			
B. Indented			
C. Blocked			
D. Semi-Blocked			
E. None of the above			
	05,500		
7. Which of these is NOT a part of	a typewriter?		
A. Margin release key			
B. Space bar			
C. Paper release lever			
D. Table point			
E. Tabulator bar			
8. Which of the following is import	tant for a good typis	t?	
A. The sitting position of the typis	st.		
B. The speed of the typist.			

C. The whiteness of the paper.
D. The type of typewriter.
E. All of the above.
9. The act of 'touch typing' is
A. a quick touch of the keys to produce a letter
B. the ability to type with the eyes off the copy most of the time
C. the use of all fingers to type
D. the use of one finger to type
E. None o the above
10. In the typewriter, what is the margin release key used for?
A. It is used for imprinting on the paper.
B. It is used to regulate the spacing, especially for a schedule which involves vertical lines.
C. It prevents the typing sheet from slipping over the carriage.
D. It guides the typing sheet firmly and smoothly on the platen while typing is going
on.
E. It allows for typing beyond the set margin points at either end of the line when depressed.
11. Which of these group of keys are on the left hand side of the keyboard?
A. ASDF
B. JKL;
C. QWOP
D. MNZX
E. None of the above

12. The following types and size typing written work, except the	zes of typing sheets can be use e	ed to produce goo
A. A4		
B. graph paper		
C. A5		
D. quarto		
E. foolscap		
13. The first commercially solo	d typewriter was invented in the	year
A. 1865		
B. 1829		
C. 1967		
D. 1929		
E. 1800		
14. Which of these parts of a t	typewriter gives a warning sign?	?
A. Carriage return lever		
B. Line space regulator		
C. Margin stop (right)		
D. Paper bail		
E. None of the above		
15. The average minimum typi	ng speed for any typist is	- all.
A. 10 w.p.m		
B. 15 w.p.m		
C. 20 w.p.m		
D. 25 w.p.m		
F 30 wn m		

16. The part of the type machine, either to the			ely across the
A. carriage			
B. margin set			
C. line space regulato	r		
D. carriage release lev	er er		
E. shift key			
17. The "shift keys" are	used when typing		
A. small letters			
B. capital letters			
C. short sentences			
D. spaces			
E. None of the above			
18. In the typewriter, wh	nat is the margin stop	used for?	
A. It is used for turning	g the paper into posit	tion either upwards o	or downwards.
B. When depressed, it	allows the carriage t	o move freely to the	left and right.
C. It is used to regulat	e the depth of the sp	paces between the li	nes.
D. It is used to fix the pright.	ooint at which the line	es of begin on the le	ft and end on the
E. It is used to hold the	e paper firm.		
19. Which of these keys	s is NOT a "home row	v" key?	
A. A			
B. B			
C. S			

D D		
D. D		
E. F		
20. How many rows does the	typewriter keyboard have	?
A. Fifteen rows		
B. One row		
C. Four rows		
D. Ten rows		
E. Three rows		
21. For spacing while typing, w	ve tap the space bar with	the
A. small finger		
B. right thumb		
C. palm		
D. fist		
E. elbow		
	Jakilo .	
22. When typing capital letter	s with the left hand,	
A. the left shift key is depress	sed	
B. the right shift key is depre	ssed	
C. both shift keys are depres	sed	
D. the space bar is depressed	d of	
E. the "caplock" key is depres	ssed	
23. The third row of the keybo	oard is called the	*
A. row three		
B. middle row		
C. top row		

D. bottom row				
E. home row				
24. The keyboard is o	divided into	parts.		
A. 1				
B. 2				
C. 3				
D. 4				
E. 5				
25. The keyboard is r	nade of	3		
A. metal				
B. stone				
C. steel				
D. plastic				
E. ceramic				
26. Always remember	r to your	typewriter afte	r use.	
A. cover				
B. lift				
C. hide				
D. open				
E. change				
27. When the shorter	side of the pa	per is at the top	o, it is in the	position.
A. landscape				
B. portrait				
C. portscape				
100				

-OFF				
D. perfect				
E. original				
28. Which of these is NO	OT a correct pos	ition when typin	g?	
A. Straight wrists.				
B. Curved fingers.				
C. Straight back.				
D. Feet on floor.				
E. Straight finger.				
29. In the typewriter, who	at is the carriage	return lever us	ed for?	
A. It is used to hold the	paper firmly.			
B. It is used to return th	e carriage from	the end of a line) .	
C. It is the 'V' axis, throu	igh which the ke	y strikes the ribb	oon, to imprint	on the paper.
D. It is used to guide the is going on.	e typing sheet fi	rmly and smooth	nly on the plat	en, while typing
E. None of the above.				
	, e51,5			
30. Use the to pu	ll the typing pap	er into the carria	age.	
A. carriage release leve	r			
B. platen knob				
C. line space lever				
D. paper release lever				
E. margin release key				
31. What is the approxim	ate size of AO p	aper?		
A. 1178mm x 840mm				
B. One square meter				

eters	
f typewriter. These are the and _	
poard is called the row.	
-65t5	
volves	
produce a letter	
pe di	
oking at the keyboard	
pe	
f	oard is called the row. blves produce a letter e bking at the keyboard

35. The "home row" key	s are the keys			
A. that your fingers sho	ould always return	to after reaching out	and	
triking keys on the othe	er rows			
B. that your left finger s the other rows	should always reti	urn to after reaching c	out and striking keys on	
C. that your right finger on the other rows	rs should always r	eturn to after reachin	g out and striking keys	
D. that are above the m	niddle row keys			
E. All of the above				
36. The keys on the key	board are arrang	ed in rows.		
A. 1				
B. 2				
C. 3				
D. 4				
E. 5				
37. Which of these step typewriter?	os is NOT in the o	rder when correcting a	an error on a	
A. Move the carriage so	o that the mistake	e is outside the type b	asket.	
B. Turn up the paper so	o that the error re	ests on the erasing tab	ole of the carriage.	
C. Return the roller to t	the line of typing	and type in the correc	ction.	
D. Rub the thin liquid a	cross the mistake	and allow to dry.		
E. None of the above.				

38. In the typewriter, what is the tabulator bar used for?A. It is used to move the carriage from left to right by one space each time it is pressed.B. It is used to fix the point at which the lines of begin on the left and end on the right.

C. It guides the typing sheet firmly and smoothly on the platen while typing is going on.

D. It is used to prevent the typing sheet from slipping over the carriage.

E. It is used to regulate the spacing, especially for a schedule which involves vertical and horizontal lines.

39. In a typewriter, the part tha	at is greased is called the	
A. platen		
B. cylinder knob		
C. carriage rail		
D. space bar		
E. paper grip		
40. An elite typeface is a smal	Il size print on the typewriter which ha	s
A. 12 characters		
B. 14 characters		
C. 16 characters		
D. 18 characters		
E. 20 characters		

41. In the typewriter, what are the cylinder knobs used for?

A. They are used for turning the paper into positions either upwards or downwards.

B. They are levers that when depressed allow the carriage to be moved freely to the left and right.

C. They mounted		s, marked with a typ	oing scale, on which	the paper grips are
	are small, black rub he paper firm.	ber rollers located	around the paper b	oail which are used
E. They	move the feeder ro	llers away from the	e plate when pulled	forward.
42. The t	use of carbon pape	r is unnecessary ir	a typewriter which	has a
A. keybo	pard			
B. line s	pace regular			
C. marg	in release			
D. memo	ory			
E. papeı	grip			
40 TI (May all the			
	irst step to take wh		er for typing is	-OH
A. to tak	te the sheet of pape	er in both hands		
B. to pla	ice the paper guide	e on zero		
C. to ma	ake sure the paper i	is white and straigh	nt general	
D. All of	the above	5151		
E. None	of the above			
44. In typ	pewriting, the	is used when a ne	ew line is to be starte	ed.
A. tabula	ar			
B. type I	oasket			
C. space				
	n switch			
	ge return lever			
L. Cailla	So retain level			

45. The keyboard is divided into	parts.	
A. the left and right		
B. the top and bottom		
C. four		
D. three		
E. None of the above		
46. The two common units of measure	e for printing in the typewriter ar	e and
A. dichrone and small		
B. silver and chrome		
C. elite and continental		
D. pica and continental		
E. pica and elite		
47. In the typewriter, what is the pape	r guide?	
A. It is a lever used for turning the pa	per into position either upwards	s or downwards.
B. It is a lever that when depressed a right.	llows the carriage to move freely	y to the left and
C. It is a lever used to regulate the de	epth of the spaces between the	lines.
D. It is an adjustable guide used to fix and end on the right.	x the point at which the lines of I	begin on the left
E. It is an adjustable guide against whe positioned as it is inserted in the type	The state of the s	aper is
48. One way a student can conserve	paper while practicing is by	<u> </u>
A. cutting the paper into equal parts	and using both sides of each ha	alf
B. typing on both sides of the paper	over and over again	
C typing on both sides of the paper		

D. typing on one side	of the paper		
E. All of the above			
49. The act of operat	ing a typewriter wi	thout looking at the keybo	oard is called
A. simple			
B. easy			
C. touch			
D. off head			
E. tough			
50. Which of these st typewriter?	eps is NOT in the	order when correcting an	error on a
A. Move the carriage	so that the mistal	ke is outside the type bask	ket.
B. Turn up the paper	so that the error r	ests on the easing table o	of the carriage.
C. Lightly rub the era	aser up and down	until the mistake is cleared	d.
D. Return the roller to	o the line of typing	and type in the correctio	n.
E. None of the above	e		
51. The paper size 'A2	2' is four times the	size	
A. AO			
B. A1			
C. A3			
D. A4			
E. A5			
52. In the typewriter,	what is the paper 1	table?	
A. It is a resting grou carriage.	nd for the typing s	sheet and prevents it from	slipping over the

B. It is a lever used for turni	ing the paper into	position either upwar	ds or downwards.		
C. It is an adjustable guide positioned as it is inserted i	=	e left hand edge of the	paper is		
D. It is a lever used to fix the the right.	e point at which t	he lines of begin on th	ne left and end on		
E. It is a lever that when dep	oressed allows th	e carriage to move fre	ely to the left and		
right.					
53. Which of these keys workeyboard?	uld you use to typ	e a fraction which is n	ot located on your		
A. Asterisks key					
B. At key (@)					
C. Underscore key					
D. Solidus key					
E. Hyphen key					
- 05t5"					
54. The backing sheet is use	ed when typing _	<u>~</u>			
A. to prevent the paper from falling off					
B. to hold the paper firmly to the typewriter					
C. to prevent any damage to the cylinder					
D. to improve the appearan	ce of the typewri	tten work			
E. All of the above					
55. The part of a standard ty	1,000,000		, special		
A. margin release key					
B. printing point					
C. platen					
D. shift key					
(Ball)					

	E. line spacing regulator				
a c	56. The first row of the key	board is called	the ro	w.	
	A. first				
	B. upper				
	C. home				
	D. bottom				
	E. None of the above				
	57. The is that part o	of the typewrite	r that when str	uck causes an	extension of a
	line.				
	A. space bar				
	B. line indicator				
	C. variable line spacer				
	D. regulator				
	E. margin release key				
	58. For the general cleanin	g of the typewr	riter, the follow	ing are used, e	except
	A. kerosene				
	B. grease				
	C. engine oil				
	D. methylated spirit				
	E. lotion				
	59. Which of these parts of	f a typewriter h	as a dual funct	ion?	
	A. Carriage return lever				
	B. Margin stop				
	C. Space bar				

D. Halt key				
E. Type basket				
60. A typewriter in c	onstant use sho	ould be serviced at lea	st tim	es a year.
A. two				
B. three				
C. four				
D. five				
E. six				
61. The typographer	was invented in	the year		
A. 1867				
B. 1829				
C. 1962				
D. 1929				
E. 1800				
62. The mechanism	with ink on it us	ed in a typewriter is th	e	
A. tabulator bar				
B. inker				
C. ribbon				
D. bother				
E. ink can				
63. Upper case char	acters refer to _	×6,2		
A. italics				
B. small letters				
C. underscore				

D. shift key				
E. capital letters				
64. Which of these depressed?	words can be type	d comfortably wh	nen the left shift	key is
A. Link				
B. Ada				
C. Seyi				
D. Work				
E. None of the abo	ve			
65. A room where a	group of typists st	ay to carry out th	neir assignments	s is called a
, <u>22</u>				
A. typing hall				
B. typing workshop				
C. typing pool				
D. typing center				
E. general office	-91.5			
66. In the typewrite	r, what is the roller	on the paper bai	I used for?	
A. It is used to prev	vent the typing she	et from slipping	over the carriage	Э.
B. It is used to adju	ıst the typing sheet	t.		
C. It guides the typon.	ing sheet firmly and	d smoothly on th	e platen while ty	ping is going
D. It is an adjustable positioned as it is in	le guide against wh		edge of the par	per is
E. It is used to fix the right.	ne point at which th	ne lines of begin	on the left and ϵ	end on the

typewriting?	sionals in their occu	ipations do not ne	ed the skill of	
A. Doctors				
B. Secretaries				
C. Teachers				
D. Lawyers				
E. None of the above				
The correct answer is opt	ion [E].			
68. Which of these words depressed?	can be typed comfo	ortably when the ri	ght shift key is	
A. Ada				
B. Jajio				
C. Kilo				
D. Lolo				
E. None of the above				
69. Basically, thekeys.	is a machine which	can print letters o	n papers by means	of
A. keyboard				
B. piano				
C. typewriter				
D. computer				
E. photocopier				
70. In the typewriter, what	t is the line space ga	auge or regulator u	used for?	
A. It is used for turning th	ne paper into positio	n either upwards o	or downwards.	
B. When depressed, it all	ows the carriage to	move freely to the	left and right.	
C. It is used to regulate t	he depth of the spa	ces between the li	nes.	

D. It is used to hold th	e paper firm.			
E. None of the above.				
71. The maximum avera	age typing speec	for any typist is	w.p.m.	
A. 40 and above				
B. 50 and above				
C. 60 and above				
D. 70 and above				
E. 80 and above				
72. Which of these gro	oups contain the	home keys?		
A. asdf: lkj				
B. asdf; lkg				
C. asdj; mkl				
D. asdf; lkj				
E. asdf; ikj				
	, S			
73. Which of the follow desired letters on paper		pewriter is pressed	down to produ	ice the
A. Ribbon				
B. Tabular				
C. Space bar				
D. Keys				
E. Paper guide				
74. All of the following	are required to	clean and maintain	a typewriter, ex	cept
A. a clean duster				
B. water for sanitization	on of			

C. a small hard brush it	or cleaning dirty	keys	
D. a small soft brush to	clean off surface	e dust	
E. typewriter oil			
75. When getting ready for elite O4 A4 paper.	to type, set the I	eft hand margin at	for pica and
A. 20 and 25			
B. 25 and 20			
C. 10 and 10			
D. 25 and 10			
E. 20 and 30			
76. When typing, we lea	ve after t	yping a dash.	
A. One space			
B. no space			
C. Two spaces			
D. Three spaces			
E. Four spaces	, estst		
77. All of the following a	re parts of the ty	pewriter, except the _	·
A. carriage return lever			
B. printing point			
C. cylinder knob			
D. platen			
E. brake			
78. How many spaces a	re given after typ	oing a full stop in a doo	cument?
A. 1 space			

B. 2 spaces			
C. 3 spaces			
D. 4 spaces			
E. 5 spaces			
79. In the typewriter, what is the spa	ce bar used for?		
A. It moves the feed rollers away fro	om the platen when p	ulled forward.	
B. It is used to fix the point at which right.	the lines of begin o	n the left and end on	the
C. It guides the typing sheet firmly a on.	and smoothly on the	platen while typing is	going
D. It is used to prevent the typing s	heet from slipping ov	er the carriage.	
E. It is used to give adequate spaci	ng after each word w	hile typing is going o	n.
80. The paper size 'A4' is half of			
A. AO			
B. A1			
C. A2			
D. A3			
E. A5			
Service Control of the Control of th		ar	
81. When the longer side of the paper	er is at the top, it is ir	1 the position.	
A. landscape			
B. portrait			
C. perfect			
D. original			
E. None of the above			

82. Which of these keys is a	"home row" key?		
A. B			
B. C			
C.;F			
D. R			
E. P			
83. W.P.M stands for			
A. WORDS PER MINUTE			
B. WEST-AFRICAN PRODUC	CERS MOVEMENT		
C. WORD PRINTING MANUS	SCRIPTS		
D. WRITING AND PRINTING	MATERIALS		
E. None of the above			
84. A fairly thick paper place the typewritten work is called		to improve the ap	opearance of
A. paper grip	105 to		
B. paper gauge			
C. paper scale			
D. backing sheet			
E. paper bail			
85. Which of these is odd?			
A. A5			
B. Octavo			
C. Quarto			
D. Fool scalp			

E. None of the above			
86. In the typewriter, what i	s the back space used for	?	
A. It is used to move the opressed.	carriage from left to right b	y one space each tin	ne it is
B. It is used to fix the pointinght.	t at which the lines of begi	n on the left and end	on the
C. It guides the typing she on.	et firmly and smoothly on	the platen while typir	ng is goir
D. It is used to prevent the	e typing sheet from slipping	g over the carriage.	
E. It is used to give adequa	ate spacing after each wor	d, while typing is goi	ng on.
87. Which of these group of	of keys are on the right har	nd side of the keyboa	ırd?
A. ASDF			
B.; JKL			
C. QWOP			
D. MNZX			
E. None of the above	10515110"		
88. The tabulator bar is ma	de up of bars.		
A. 1			
B. 2			
C. 3			
D. 4			

E. 5

89. In the typewriter, wha	at is the paper r	elease lever us	sed for?	
A. It is used to prevent t				lage.
B. It guides the typing slon.				
C. It is used to fix the poright.	oint at which the	e lines of begir	on the left ar	nd end on the
D. It is used to adjust the	e typing sheet.			
E. It is an adjustable guid positioned as it is inserted	-1/3-		d edge of the	paper is
90. Using the size of cha	racters, typewr	iters can be cl	assified into t	wo groups which
A. electric and elite				
B. manual and electric				
C. manual and pica				
D. pica and computer				
E. pica and elite				
91. A bold printing which	gives ten strok	es to 2.5cm in	a typewriter is	s called
A. grap paper				
B. epic				
C. pica				
D. quarto				
E. space bar				
92. The earliest machine	used for typing	is called		
A. computer	, , ,	2000		
B. typewriter				
C. typographer				
Alex				

5 com					
D. typography					
E. none of the above)				
93. Which of these is	NOT a part of	of the keyboard?			
A. Space bar					
B. Back space key					
C. Platen					
D. Home keys					
E. None of the abov	e 🎺 🎺				
94. The top part of the	ne typewriter	that moves from	one side to the	e other is calle	d the
X50					
A. cylinder					
B. carriage					
C. paper guide					
D. space bar					
E. shift key					
95. The bi-chrome ri	bbon is so na	med because it _			
A. is strong					
B. is absorbent					
C. looks beautiful					
D. is made of chrom	osomes				
E. has two colours					
96. The parts of a typ	oewriter inclu	de all of the follo	wing, except th	e	
A. motion bar					
B. space bar					
E CONTRACTOR OF THE PARTY OF TH					

D. paper table				
E. printing point				
97. What is the platen in	n a typewriter?			
A. It is the roller around	d which the typir	ng paper is held.		
B. It is the 'V' axis, throu	ugh which the ke	ey strikes the ribbon,	to imprint on the	paper.
C. It is a set of 3 bars, uniquese of the contract of the cont	used to regulate	the spacing, especia	ally for a schedule	which
D. It is a resting ground carriage.	d for the typing s	sheet and prevents it	from slipping ove	r the
E. None of the above.				
98. The Central Proces	sing Unit (CPU)	of a computer is also	called	
A. a reader				
B. a processor				
C. a mouse				
D. a writer	-51511			
E. an informer				
99. In the typewriter, wh	nat is the paper l	bail bar?		
A. It is an adjustable gunet have to turn the pla			platen so that yo	u do
B. It is a horizontal bar the paper.	across the plate	en with a number of s	mall rollers to hold	d down
C. It is an adjustable gupositioned as it is inser			of the paper is	
D. It is used to fix the pright.	ooint at which the	e lines of begin on th	e left and end on	the

C. carriage return leaver

	E. It is a lever that when and right.	depressed allows the c	arriage to be move	freely to the left
×82 1	00. When typing in colu	ımns, the use of the	is necessary to f	acilitate speed.
,	A. tabular mechanism			
1	B. carriage return lever			
(C. space bar			
1	D. type basket			
ı	E. ribbon switch			
1	O1. Cloth is to hanger, a	s ribbon is to		
,	A. type bar			
.03	B. space bar			
	C. spool			
1	D. tabular			
1	E. shift lock			
OK 1	O2. The typist uses a ba	cking sheet while typing	g to	
	A. protect the platen	40	_	
	B. increase the speed			
200	C. type clearly			
	D. protect the carriage			
	E. back the machine			
1	O3. The part of the type	writer that is responsibl	e for tabulating wor	k is called the
_				
,	A. space bar			
. 0	B. tabular			

C. line bar		
D. line space regulator		
E. home key		
104. Where capital letters are t must use the	to be continuously typed on a doc	ument, the typist
A. shift key		
B. paper guide		
C. margin release lever		
D. shift lock margin		
E. platen		
105. Which of these is NOT a w	vay of caring for the typewriter?	
A. Operate the typewriter parts	s only as instructed.	
B. Dust the outside body of the	e machine after use.	
C. Cover the machine at the e	end of the day to avoid dirt.	
D. Erase errors over the type b	pasket such that the eraser crumb	s fall into the basket
E. None of the above.	LOSIGN.	
106. What is the printing point	in a typewriter?	

A. It is the 'V' axis through which the key strikes the ribbon to imprint on the paper.

- B. It is a resting ground for the typing sheet and prevents it from slipping over the carriage.
- C. It is a lever which guides the typing sheet firmly and smoothly on the platen while typing is going on.
- D. It is a set of 3 bars, used to regulate the spacing, especially for a schedule which involves vertical lines.
- E. None of the above.

107. In typewriting, the is	used when a new li	ne is to be started	.
A. tabulator bar			
B. carriage return lever			
C. space			
D. type basket			
E. ribbon switch			
108. The first step to take when	removing paper afte	er typing is to	·
A. make the sheet of paper to b	e in both hands		
B. place the paper guide on zer	0		
C. make sure the paper is white	and straight		
D. all of the above			
E. none of the above			
109. The typewriter is a machine	used in		
A. printing letters on paper			
B. duplicating papers			
C. photocopying paper			
D. making an artistic impression			
E. displaying graphics			
110. Which of these keys is a "ho	me row" key?		
A. J			
B. B			
C. C			
D. E			
E. Y			

111. The type of paragraph known as the	where all lines start at t	he same point on th	ie left margin is
A. indented paragraph			
B. hanging paragraph			
C. blocked paragraph			
D. semi-blocked paragrap	oh 🥳		
E. None of the above			
112. The typist's finger tips typing.	should return and rest	on the befor	e and after
A. home keys			
B. platen			
C. carriage			
D. space bar			
E. type basket			
- Signic			
113. How many typing spoo	ons has the typewriter?		
A. 5 spoons			
B. 2 spoons	St. St.		
C. 12 spoons			
D. 20 spoons			
E. 15 spoons			
114. The size of the next A-	-series paper is the	size of the one befo	ore it.
A. 1/2			
B. 3/4			
C. 1/4			
D. 1/8			
E. None of the above			

115. In the typewriter, what is the carriage release lever used for?

A. It is used for turning the paper into position either upwards or downwards.

- B. When depressed, it allows the carriage to move freely to the left and right.
- C. It is a moveable arm, marked with a typing scale, on which the paper grips are mounted.
- D. It is a small, black rubber roller located around the paper bail to hold the paper firm.

E. It is used to move the feeder rollers away from the plate when pulled forward.

116. The order in which man first recorded his ideas and messages was ______

- A. paper-stone-leather
- B. stone-paper-leather
- C. leather-stone-paper
- D. stone-leather-paper
- E. paper-leather-stone

ANSWERS

TOPIC: BOOK-KEEPING

DIRECTION: Choose the correct answer from the lettered options.

1 are items bought for resale.	
A. Trading items	
B. Consumer items	
C. Disposable items	
D. Sellable items	
E. None of the above	
The correct answer is option [A].	
2. What is a receipt?	
A. It is a written order to a bank to pay a certain sum of r to the owner.	money to another person or
B. It is a book which the seller issues to the buyer in ordepayment for goods sold.	er to acknowledge receipt o
C. It is a document which the seller issues to the buyer i receipt of payment for goods sold.	n order to acknowledge
D. It is a document which the buyer issues to the seller.	
E. None of the above.	
The correct answer is option [C].	

3. In receipt of an invoice, Asawo dis which had been delivered to him was return to Mr. Asawo for returning the	s damaged. What document v	•
A. Refund note		
B. Damage note		
C. Credit note		
D. Debit note		
E. Receipt		
The correct answer is option [C].		
4. When already sold goods are retu	rned to the seller, they are re	corded in the
A. returns outwards book		
B. cash book		
C. returns inwards book		
D. ledger		
E. purchases returns book		
The correct answer is option [C].		
5. Goods invoiced worth №5,000.00 discount. How much would he pay?	were sold to Kayode at less	2½% trade
A. № 2,875.00		
B. № 3,875.00		
C. N 4,875.00		
D. № 5,125.00		
E. N 5,215.00		
The correct answer is option [C]		
Goods invoiced = ₹ 5,000		

Trade discount = 21/2% = 2.5%

5,000 x 2.5% = 125				
Amount payed = 5,000	O - 125			
= N 4,875.00				
6. Which of these docu	uments is NOT a	source documen	t?	
A. Invoice				
B. Receipt				
C. Cheque				
D. Purchases day boo	k 🎺			
E. Credit note				
The correct answer is	option [D].			
The purchases day bo credit purchases (purc			a book of acco	ount in which
7 refers to th	e number of time	es an article is so	ld over a partic	ular period.
A. Trade cycle				
B. Trade resale				
C. Turnover				
D. Stock exchange				
E. None of the above				
The correct answer is	option [C].			
8. Which of these is NO	OT a cash book s	source?		
A. Cheques				
B. Reciepts				
C. Debit notes				
D. Till slips				
E. None of the above				

The correct an	swer is option [C].		
9. Journals are	called books of prime or o	riginal entries because	·
A. only entries	with prime numbers are en	itered in	
B. only origina	entries are entered in		
C. entries are	first recorded in them befo	re being posted	
D. entries of g	reater importance pass thro	ough them to the ledge	ər
E. only entries	by the Managing Director	are entered in	
The correct an	swer is option [C].		
10	s a chronological list of cre	edit transactions of eac	ch sales invoice.
A. Sales invoic	e		
B. Sales day b	ook		
C. Voucher			
D. Trade book			
E. Ledger			
The correct an	swer is option [B].		
11. A journal pro	oper is used to		
A. introduce m	ultiple entries		
B. introduce p	urchases only		
C. introduce s	ales of shares only		
D. introduce s	ales only		
E. introduce o	vercasts only		
The correct an	swer is option [A]		
12. A re	cords cash sales on tapes	or slips.	
A cach registe	ar .		

B. tape recorder	
C. tape player	
D. vending machine	
E. computer	
The correct answer is option [A].	
13. Which of these is NOT an item recorded in the journal?	
A. Goods sold.	
B. Goods purchased.	
C. Purchase of machineries.	
D. Returns Inward.	
E. Returns Outward.	
The correct answer is option [C].	
14. The general journal is used for all of the following, except	
A. the purchase and sale of fixed assets on credit	
B. the correction of errors	
C. opening entries in which case a new set of books is being opened	
D. the payment of employees' salaries	
E. making transfers to other accounts	
The correct answer is option [D].	
15. Cash in hand, stock, and bank balances are good examples of	
A. fixed assets	
B. current assets	
C. general assets	
D. liabilities	
E. stocks	

The correct answer is option [B]

16. What counterpart documer	nt should a supplie	er who receives a p	urchase order
forward to the buyer?			
A. Credit note			
B. Debit note			
C. Receipt			
D. Invoice			
E. Supplier order			
The correct answer is option [I	D].		
17. The principle of double ent	ry states that	5	
A. 'every transaction has a giv	ing and a receivin	g part'	
B. 'for every debit entry in an a credit entry in another accoun		st be an equal and	corresponding
C. 'the total of debits must be year'	equal to the total	of credits at the er	nd of a business
D. All of the above			
E. None of the above			
The correct answer is option [I	B].		
18 are the only item day books to the ledger.	ns that can be acc	counted for and pas	ssed through the
A. Stocks			
B. Debts			
C. Non-trading items			
D. Trading items			
E. Salaries			
The correct answer is option [I	D].		

19 is the measure of the value	of various goods and services.	
A. Naira		
B. Money		
C. Cowry		
D. Dollars		
E. Barter		
The correct answer is option [B].		
20. Source documents provide	for proper book keeping.	
A. principles		
B. information		
C. keynotes		
D. footnotes		
E. None of the above		
The correct answer is option [B]		
21 refers to those goods which were later returned to the seller.	hich had been sold and sent to buy	ers, but
A. Returns inwards		
B. Returns outwards		
C. Purchases returns		
D. Sales outwards		
E. None of the above		
The correct answer is option [A].		

22. A cash book is
A. a day book
B. an invoice
C. a purchase order
D. a cash register
E. none of the above
The correct answer is option [A].
23. The right hand side of the ledger is called the
A. journal
B. credit side
C. particulars
D. debit side
E. trial balance
The correct answer is option [B]
24. All of the following are the functions of money, except
A. money is the unit of account for goods and services
B. money is the medium of exchange
C. money is a standard for deferred payment
D. All of the above
E. None of the above
The correct answer is option [D]

25. How many maj	or types of accounts do	we have in business tra	nsactions?
A. 1			
B. 7			
C. 3			
D. 4			
E. 5			
The correct answe	r is option [D].		
Account by people	e and Corporate bodies	opened are the Cash Ac , Real Account relating to nt relating to income and	o property and
26. Book keeping i	s the		
A. act of arranging	g books on a shelf		
B. collection of bo	ooks of the same busine	ss	
C. storage of boo	ks in a library		
D. recording of bu	ısiness transactions in tl	ne books of account	
E. none of the abo	ove		
The correct answe	r is option [D].		
27. Which of these	is NOT a voucher?		
A. Invoice			
B. Purchase order	-		
C. Cash slips			
D. Credit notes			
E. None of the abo	ove		
The correct answe	r is option [E].		
28. The Ledger ac	count can be classified	into and	accounts.

A. Real and Nominal				
B. Personal and Impersona	I			
C. Debtors and Creditors				
D. Purchase and Sales				
E. Income and Expenditure				
The correct answer is option	n [B].			
29. A payment voucher usu	ally contains	all of the following,	except the	s
A. date of claim				
B. sub head				
C. name of claimant				
D. purpose of payment				
E. record of stock				
The correct answer is option	n [E].			
30. Source documents are				
A. documents that provide detailed information for the preparation of the books				
B. records of cheques and books in an office file				
C. sources of office docum	ents from wh	nich information is g	jotten to make	work easy
D. lists of sources of inform	nation used in	n the production of	the books	
E. none of the above				
The correct answer is option	n [A].			
31 involves recoprinciples.	rding money	transactions accor	ding to some	basic
A. Recording				
B. Book-keeping				
C. Computing				

D. Banking				
E. None of the above				
The correct answer is	option [B].			
32. In which book of a cheque?	account will yo	u first record offic	ce equipment	bought with a
A. Sales Journal				
B. Ledger				
C. Purchase Journal				
D. Cash Book				
E. Trading Account				
The correct answer is	option [D]			
33. A purchase order	is issued by th	ne		
A. seller				
B. buyer				
C. wholesaler				
D. retailer				
E. manufacturer				
The correct answer is	option [B].			
34. When a new busin capital and acc				the business, the
A. cash				
B. debit				
C. credit				
D. business				
E. cash flow				

The correct answer is option [A].		
35. The earliest form of business	transactions were by	
A. trade		
B. barter		
C. cash and carry		
D. deals		
E. exchange		
The correct answer is option [B].		
36 contains the summa	ary of each cash sale per day or	for any specified
period.	100	, ,
A. Cash book		
B. Cash sales slip		
C. Invoice		
D. Purchase order		
E. Receipt		
The correct answer is option [A].		
37. The serves as a me		a given transaction
where it is necessary to alter the	contents of an invoice.	
A. cover note		
B. bank note		
C. credit note		
D. receipt		
E. none of the above		

The correct answer is option [C]. 38. The rule of double entry book keeping states 'for every debit entry, there must be a corresponding ____ entry'. A. debit B. merit C. debtor D. credit E. creditor The correct answer is option [D] 39. Mr. Ikechi bought a CD player at N2, 500.00 with a cash discount of 10% if he pays it within 21 days. If he pays cash 15 days after taking delivery of the CD player, how much will he pay? A. N2, 000.00 B. N1, 500.00 C. N1, 250.00 D. N2, 250.00 E. N1, 187.5 The correct answer is option [D]. If 10% of N2, 500.00 is N250.00, the amount paid = N2, 500 - N250 = N2, 250.00 40. Cash transactions are recorded in a A. company book

B. note book

C. cash book

D. school book

E. bank	book			
The cor	rect answer is option	[C]		
41. Whic	ch of these is a source	e document?		
A. Invoi	ce			
B. Cred	lit notes			
C. Che	ques			
D. Rece	eipts			
E. All of	the above			
The cor	rect answer is option	[E].		
42	is a document v	which is used to su	pport an entry in tl	ne books of
account	t. arriva			
A. Rece	eipt			
B. Cred	lit note			
C. Cash	n registers			
D. Invoi	ce			
E. Vouc	cher			
The cor	rect answer is option	[E].		
	ook-keeping, the term tion is accounted for.	n 'folio' refers to the	e in the led	ger where a
A. page				
B. cent	er			
C. date	dell			
D. cent	ral			
E. gene	eral			
The cor	rect answer is option	[A]		

44 A is drawn to	o check the co	rrection of ledge	er entries	
01				
D. trial balance				
E. purchase day book				
The correct answer is o	option [B]			
	-			overcharged
A. credit note				
B. protest note				
C. debit note				
D. agreement note				
E. consignment note				
The correct answer is o	option [A]			
	•		•	
A. The transaction led	to an increase	in Cinfores' cash	n balance in hand.	
B. The transaction led	to a decrease i	in Cinfores' cash	balance in hand.	
C. The transaction led	to an increase	in the number o	f computers in Cir	nfores.
D. The transaction incr	reased friendsh	nip between the p	parties.	
E. All of the above.				
The correct answer is o	option [A].			
	A. balance sheet B. general journal C. sales day book D. trial balance E. purchase day book The correct answer is of 45. Miss Naomi sudder for goods delivered to A. credit note B. protest note C. debit note D. agreement note E. consignment note The correct answer is of 46. Unitar bought five of cash. Unitar sold to Zin A. The transaction led B. The transaction led C. The transaction led D. The transaction incite. E. All of the above.	A. balance sheet B. general journal C. sales day book D. trial balance E. purchase day book The correct answer is option [B] 45. Miss Naomi suddenly discovered for goods delivered to him, thus she had credit note B. protest note C. debit note D. agreement note E. consignment note The correct answer is option [A] 46. Unitar bought five computers from cash. Unitar sold to Zinox for N4,800. A. The transaction led to an increase B. The transaction led to an increase C. The transaction led to an increase D. The transaction led to an increase	A. balance sheet B. general journal C. sales day book D. trial balance E. purchase day book The correct answer is option [B] 45. Miss Naomi suddenly discovered that Mr. Victor's a for goods delivered to him, thus she has issued him a A. credit note B. protest note C. debit note D. agreement note E. consignment note The correct answer is option [A] 46. Unitar bought five computers from Cinfores at N3, cash. Unitar sold to Zinox for N4,800.00 on credit. What A. The transaction led to an increase in Cinfores' cash C. The transaction led to an increase in the number of D. The transaction increased friendship between the E. All of the above.	A. balance sheet B. general journal C. sales day book D. trial balance E. purchase day book The correct answer is option [B] 45. Miss Naomi suddenly discovered that Mr. Victor's account has been for goods delivered to him, thus she has issued him a A. credit note B. protest note C. debit note D. agreement note E. consignment note The correct answer is option [A] 46. Unitar bought five computers from Cinfores at N3,500.00 and paid cash. Unitar sold to Zinox for N4,800.00 on credit. Which of these optic A. The transaction led to an increase in Cinfores' cash balance in hand. B. The transaction led to a decrease in Cinfores' cash balance in hand. C. The transaction led to an increase in the number of computers in Cir D. The transaction increased friendship between the parties. E. All of the above.

47. All cash payments are entered	on the		
A. statement of account			
B. sales account			
C. credit side of the cash book			
D. debit side of the cash book			
E. returns outwards book			
The correct answer is option [C]			
48. When payment is made through	gh a bank, a cheque	counterfoil can	serve as a
²⁰ 0),			
A. bank note			
B. credit note			
C. debit note			
D. receipt			
E. cash slip			
The correct answer is option [D].			
49. A journal proper is used to inti	roduce		
A. multiple entries			
B. purchases only			
C. the sale of shares only			
D. sales only			
E. overcasts only			
The correct answer is option [A]			
50. The purchase day book will sh	now goods bought _	·	
A. for cash			
B. for cash and credit			

- Call				
C. from retailers				
D. from wholesalers				
E. on credit				
The correct answer is optic	on [E]			
51. Which of these stateme	nts is correct?			
A. Returns outwards goods	s are useless god	ods.		
B. Returns outwards goods	s are deductions	from gross pu	rchases.	
C. Returns outwards goods	s are additional g	oods to purch	iases.	
D. Returns outwards goods	s are additional g	oods to sales.		
E. None of the above.				
The correct answer is optic	on [B].			
52 deals with the syspurpose of classifying, sum the matters disclosed.				
A. Accounting				
B. Record-keeping	51511			
C. Balance sheet				
D. Transaction				
E. All of the above				
The correct answer is optic	on [A].			
53. Which of these books of you from your customer?	of account will yo	u first record c	lamaged good	s returned to
A. Return Outward Book				
B. Sales Journal				
C. Purchases Journal				
D. Cash Book				

E. Return Inward Journal
The correct answer is option [E]

54. Which of these is NOT contained in a sales day book?
A. Date
B. Amount
C. Invoice number

The correct answer is option [D].

55. Which of these is NOT a major type of account usually opened?

A. Cash account

D. Invoice codes

E. Details

- B. Personal account
- C. Capital account
- D. Real account
- E. Nominal account

The correct answer is option [C].

- 56. What is the basic idea emphasized by the double entry principle?
- A. Every transaction has a lending and borrowing aspect.
- B. Every transaction involves the increasing and decreasing of values.
- C. Every transaction has a column: the credit and debit column.
- D. Every transaction is entered by the book keeper and accountant.
- E. None of the above.

The correct answer is option [B].

57. Which of these is regarded as a book of pr	ime entry?
A. Cash book	
B. Ledger	
C. Invoice	
D. Voucher	
E. None of the above	
The correct answer is option [A].	
Cash transactions are first recorded in it.	
58. Which of these is NOT a journal used in an	office?
A. Purchases journal	
B. Sales Day Book	
C. Returns inwards journal	
D. Returns outwards journal	
E. None of the above	
The correct answer is option [E].	
59. Another name for a journal is	
A. day book	
B. ledger	
C. petty cash	
D. returns inwards	
E. return outwards	
The correct answer is option [A]	

60. An invoice is usually given to or received by the
A. seller
B. buyer
C. wholesaler
D. retailer
E. manufacturer
The correct answer is option [B].
61. Can be defined as all of the following, except
A. the recording of money transaction according to some principles
B. recording of business transactions in the books of account
C. the act of recording business transactions in such a way that the financial position of the business can be known at any given time
D. the collection of books of the same business in order to retrieve information
E. none of the above
The correct answer is option [D].
62. The sales returns book is also called
A. returns inwards book
B. returns outwards book
C. sales returns book
D. purchases returns book
E. None of the above
The correct answer is option [A].
ASIA CONTRACTOR OF THE PROPERTY OF THE PROPERT
63. The serves as a means of making adjustments in transactions when it becomes necessary to alter the contents of an invoice.
A. accounts

B. bank note			
C. cash slip			
D. debit note			
E. receipt			
The correct answer is option	[D].		
64is a document whic	h is used to suppor	rt an entry in the bo	oks of account.
A. Receipt			
B. Debit note			
C. Cheques			
D. Invoice			
E. None of the above			
The correct answer is option	[E].		
65. Entries made in the ledge	er are being transfe	rred from the	
A. trial balance			
B. source documents			
C. journal			
D. invoice			
E. none of the above			
The correct answer is option	[C].		
66. Which of these is NOT a	feature of the Purc	hases Day Book?	
A. It has a debit balance.			
B. Credit transactions are re	corded daily.		
C. It has columns for date, p	articulars, folio, det	ail and total.	
D. Cash transactions are rec	orded once a year.	90°	

E. None of the above.			
The correct answer is optio	n [D]		
The correct answer is optio	ון טן.		
67. A method of testing the extract a	accuracy of the	double entry of a give	en transaction is to
A. trial balance			
B. ledger			
C. credit balance			
D. T-method			
E. None of the above			
The correct answer is optio	n [A].		
The trial balance enables co	-		
68. Paul Ofikwu Enterprise pentry of this transaction in t		138" s 10"	
A. cash, credit electricity	*6515110		
B. cash, credit Paul			
C. electricity, credit cash			
D. Paul, credit cash			
E. Paul, credit electricity			
The correct answer is optio	n [C]		
69. The credit note is usuall	y associated wit	h	
A. an undercharge			
B. an overcharge			
C. an average charge			
Keo Yes			

- D. an equality charge
 E. a balance charge
 The correct answer is option [B]
- 70. Why is trade discount granted?
- A. To show the buyer that he is liked by the seller.
- B. To make the buyer know he is considered a good customer.
- C. To encourage prompt payment for goods bought by the buyer.
- D. To discourage cheating.
- E. All of the above.

The correct answer is option [C].

- 71. The debit note shows that _____
- A. the account of the seller has been debited with the value of the returns in the books of the buyer
- B. the account of the buyer has been debited with the value of the returns in the books of the seller
- C. the book of the buyer has been debited with the value of the returns in the books of the seller
- D. the book of the seller has been credited with the value of the returns in books of the buyer
- E. the account of the seller has been credited with the value of the books of the buyer

The correct answer is option [A].

which had been delivered to him we the supplier in order to have a reference to have a	was damaged. What document shoul fund of his money?	d he present to
A. Refund note		
B. Bank note		
C. Credit note		
D. Debit note		
E. Cover note		
The correct answer is option [D].		
73. Cash transactions are posted	straight to the	
A. journal	3/50	
B. cash book		
C. day book		
D. purchases journal		
E. sales journal		
The correct answer is option [B].	A STEAR TO A STATE OF THE STATE	
74. In book keeping, 'Dr.' denotes	<u> </u>	
A. debt		
B. date		
C. doctor		
D. direct		
E. debit		
The correct answer is option [E]		

72. In receipt of an invoice, Asawo discovered that a flash disk costing №2,000.00

75. All cash receipts are entered on the	ne		
A. statement of account			
B. sales account			
C. credit side of the cash book			
D. debit side of the cash book			
E. returns outwards book			
The correct answer is option [D]			
76. An invoice is issued by the			
A. seller			
B. buyer			
C. wholesaler			
D. retailer			
E. manufacturer			
The correct answer is option [A].			
77. Mr. Ikechi bought a CD player at N pays for it within 21 days. If he pays ca player, how much cash discount is he	ash 15 days after taki		
A. 20%			
B. 10%			
C. 52%			
D. 52.5%			
E. 7.1%			
The correct answer is option [B].			
He paid for it within the 21days bracke	et, therefore, he gets	the 10% discount.	

78. The records in reveal all of the fol	lowing, except	-
A. nature and value of transactions		
B. whether the transaction was on cr	edit or for cash	
C. whether profits were made		
D. whether losses where sustained		
E. None of the above		
The correct answer is option [E].		
- State		56.
79. Which of the statements below is	The state of the s	e day book?
A. It contains the names of creditors.	*YOU	
B. It eliminates repetitive entries in the	ne purchase account.	
C. It discloses the date of the transaction	ction.	
D. It contains the names of debtors.		
E. None of the above.		
The correct answer is option [D].		
80. A is issued by the purch the purchaser for the goods returned		show the amount owed
A. debit note		
B. bank note		
C. purchase order		
D. invoice		
E. All of the above		
The correct answer is option [A].		

81. What counterpart document to the buyer?	should a supplier who receives	a debit note forward
A. Receipt		
B. Invoice		
C. Credit note		
D. Debit note		
E. Purchase order		
The correct answer is option [C]	1. _x (e ^{2d)}	
The credit note shows that the a of the goods he returned.	account of the buyer has been c	redited with the value
82. Which of these is NOT a prim	ne book of account?	
A. Bank draft		
B. Cash book		
C. Returns inward journal		
D. Returns outward journal		
E. Sales journal		
The correct answer is option [A]		
83. A purchase order contains a	ıll of the following, except	
A. description of goods		
B. quality of goods		
C. quantity of goods		
D. unit price		
E. discount		
The correct answer is option [E]		

	84. The returns outwards book is also	called	
	A. returns inwards book		
	B. sales returns book		
	C. sales outwards book		
	D. purchases returns book		
	E. None of the above		
	The correct answer is option [D].		
	85. A journal is used to introduce	only.	
	A. cash		
	B. purchases		
	C. sale of shares		
	D. sales		
	E. none of the above		
	The correct answer is option [E]		
	86. The separation of sales from pure following reasons, except	chases in diaries is necessary b	ecause of the
	A. for easy identification of sales and	d purchases	
	B. to avoid confusion		
	C. for easy reference		
	D. all of the above		
	E. none of the above		
	The correct answer is option [E].		

87. A voucher usually of	ontains the follow	wing, except the	cour.
A. date of claim			
B. sub-head			
C. name of the claima	nt		
D. reasons for the clai	m		
E. history of the claim			
The correct answer is	option [E]		
88. The returns outwar	ds book is usually	y accompanied by a	
A. credit note			
B. returns note			
C. bank note			
D. debit note			
E. none of the above			
The correct answer is o	option [D].		
The debit note shows to of the returns in the Bo		of the seller has been de	ebited with the value
89. Which of these is F	ALSE about the i	returns outwards book?	
A. It is used to record	returned goods t	hat do not satisfy the bu	ıyer's request.
B. It is used to record	over-invoiced go	oods.	
C. It is used to record	goods returned t	to the buyer.	
D. It is used to record	damaged goods	returned to the seller.	
E. All of the above.			
The correct answer is o	option [C].		

90. A is issued by a supplier to charged the buyer.	to a purchaser when the su	ıpplier has over
A. bank note		
B. debit note		
C. credit note		
D. receipt		
E. purchase order		
The correct answer is option [C].		
Sisti		
91. Which of these transactions can b	e passed from the journal	to the ledger?
A. Credit transactions	o paccoa nom mo journar	is the loager.
B. Trading items		
C. Cash transactions		
D. All of the above		
E. None of the above		
The correct answer is option [A].		
- xe		
92. A is a reduction in the no	rmal price of goods.	
A. trade discount		
B. trade slash		
C. sale		
D. trade reduction		
E. stock discount		
The correct answer is option [A].		
93. A journal can also be called a		

A. book
B. source document
C. day book
D. register
E. all of the above
The correct answer is option [C].
94. Is it true to say that is a part of Accounting?
A. True
B. False
The correct answer is option [A].
95. The is a document which contains the daily records of business
transactions.
A. petty register
B. account register
C. journal
D. voucher
E. none of the above
The correct answer is option [C].

TOPIC: COMMERCE

DIRECTION: Choose the correct answer from the lettered options.

1 is the reward f	or entrepreneurship.
A. Commission	
B. Wages	
C. Rent	
D. Interest	
E. Profit	
The correct answer is or	otion [E]
2. How many branches of	of production are there?
A. 1	
B. 2	
C. 3	
D. 4	
E. 5	
The correct answer is op	otion [C].
Services, Industrial and	Commercial production.
3. Which of these is NO	Γ a capital good?
A. Machines	
B. Factories	
C. Office buildings	
D. Services of a lawyer	
E. All of the above	

The correct answer is option [D].		
Option 'D' is a consumption good.		
4 involves all aspects of human	effort which makes produ	ction possible.
A. Land		
B. Talent		
C. Education		
D. Knowledge		
E. Labour		
The correct answer is option [E].		
5. Which of these is a branch of produc	tion?	
A. Services		
B. Land		
C. Capital		
D. Labour		
E. Entrepreneur		
The correct answer is option [A].		
6. All, but one of the following is capital	except	
A. machines		
B. robots		
C. factories		
D. money		
E. entrepreneur		
The correct answer is option [E].		

	7. The highest Nigerian exp	oort commodity is	
	A. crude oil		
	B. rubber		
	C. hides and skin		
	D. palm oil		
	Е. сосоа		
	The correct answer is option	on [A]	
	8. Home trade is trade with	nin a	
	A. home		
	B. globe		
	C. region		
	D. continent		
	E. country		
	The correct answer is option	on [E].	
	9. Which of these is not a d	direct service?	
	A. Teaching		
	B. Barbing		
	C. Medical treatment		
	D. Tailoring		
	E. Insurance		
	The correct answer is option	on [E].	

10. Oil exploration can be g	grouped unde	r	
A. commercial services			
B. direct services			
C. extractive industry			
D. constructive industry			
E. manufacturing industry			
The correct answer is optic	on [C]		
11 involves the i	making and as	ssembling of g	goods.
A. Industrial production			
B. Services			
C. Commercial production	COU.		
D. Manufacturing industry			
E. None of the above			
The correct answer is optic	on [A].		
12. Which of these is odd?	×2/10		
A. Coal miner			
B. Farmer			
C. Palmwine tapper			
D. Dentist			
E. Oil driller			
The correct answer is optic	on [D].		
Options A, B, C and E are u	ınder the extra	active industry	y.

13. The reward for land as a fac	ctor of production is	S	
A. allowance			
B. rent			
C. interest			
D. commission			
E. property			
The correct answer is option [B]		
14. The selling of goods in sma	aller quantities to fin	al consumers is the	e responsibility of
A. retailer			
B. exporter			
C. importer			
D. advertiser			
E. wholesaler			
The correct answer is option [A]		
	LETION .		
15. Which of these is odd?			
A. Skilled labour			
B. Unskilled labour			
C. Demi-skilled labour			
D. Semi-skilled labour			
E. None of the above			
The correct answer is option [C].		
There is no such thing as a de	mi-skilled labour.		

16. Nigeria imports from other countries.
A. technology
B. cocoa
C. crude oil
D. manganese
E. None of the above
The correct answer is option [A].
17. The primary motive behind an individual engaging in production is to
A. fully engage all the factors of production
B. make available goods and services
C. make profit
D. meet basic human needs
E. None of the above
The correct answer is option [C]
18. Which of these is odd?
A. Marine
B. Fire
C. Oil
D. Life
E. Accident
The correct answer is option [C].
Options A,B,D and E are all types of insurance.

19. The different types of occupations in which per as, and	ople are engage	d can be grouped
A. Services, Commercial and Industrial		
B. Manufacturing, Oil and Gas, and Commercial		
C. Primary, Secondary and Tertiary		
D. Teaching, Manufacturing and Commercial		
E. Industrial, Manufacturing and Commercial		
The correct answer is option [A]		
20. Another name for international trade is	- amsi	
A. home trade		
B. foreign trade		
C. across-land trade		
D. over-the-sea trade		
E. internal trade		
The correct answer is option [B]		
	N. Co	
21. Match the capitalized words below with the cor	rect option.	
BUS DRIVER		
A. Indirect services		
B. Extractive		
C. Finance		
D. Transport		
E. Trade		
The correct answer is option [D].		

22. There are r	number of aids to tra	ade.		
A. 3				
B. 7				
C. 6				
D. 4				
E. 5				
The correct answer is	s option [C].			
The Aids to trade are	; Transport, Wareho	using, Banking, Insura	ance, Communication	
and Advertising.				
23. Which of these d	o not provide financ	ial services?		
A. Banks				
B. Post offices				
C. Financial institution	ons			
D. Confectionery				
E. All of the above				
The correct answer is	s option [D].			
24 helps to goods and services t	-	p trade by spreading consumers.	information about	
A. Television				
B. Bill boards				
C. Advertising				
D. Radio				
E. Newspaper				
The correct answer is	s option [C].			

25. Computers, electroni	c calculators ar	nd robots can be gr	rouped as	co _m
A. fixed capital				
B. circulatory capital				
C. standard capital				
D. sophisticated capital				
E. None of the above				
The correct answer is op	tion [D].			
00 \\/\		:	-010	
26. Which of these is not	a part of the cr	nain of distribution:		
A. Advertising agent				
B. Wholesaler				
C. Consumer				
D. Retailer				
E. Manufacturer				
The correct answer is op	tion [A].			
27 deals with the	ne passage of ir	nformation.		
A. Telephone				
B. Post office				
C. Communication				
D. Media				
E. All of the above				
The correct answer is op	tion [C].			

28. Which of these deals with the useful as consumer or producer		als in order to make	them
A. Industrial production			
B. Services			
C. Commercial production			
D. Manufacturing industry			
E. None of the above			
The correct answer is option [D].			
29. Which of these factors of pro	duction is said to be inela	stic?	
A. Land			
B. Capital			
C. Labour			
D. Entrepreneur			
E. All of the above			
The correct answer is option [A].			
Options B to D can easily be incr the other hand is limited in suppl			A' on
30 is the system by which	h one currency is exchang	ed for another.	
A. Foreign exchange			
B. Naira-Dollar trade			
C. Paper note-Coin exchange			
D. Currency exchange			
E. Stock exchange			
The correct answer is option [A].			
31 are goods we buy from	n other countries.		

A. Tokunbo goods			
B. Okirika goods			
C. Belgium goods			
D. Imported goods			
E. Exported goods			
The correct answer is option [D)]. of		
32. The channel of distribution	for the sale of	an aircraft is an exai	mple of a
A. Three way channel			
B. Two way channel			
C. Four way channel			
D. Five way channel			
E. None of the above			
The correct answer is option [E	3]		
33. Which of these is NOT a div	vision of Indust	rial production?	
A. Textile industry			
B. Extractive			
C. Constructive			
D. Manufacturing			
E. None of the above			
The correct answer is option [A	A]. (1)		
Option A is classified under the	e manufacturing	g industry.	
34. The reward for labour as a f	actor of produ	ction is	
A. rent			
B. transport			
C. wage			
	B. Okirika goods C. Belgium goods D. Imported goods E. Exported goods The correct answer is option [Endited Section 2] 32. The channel of distribution A. Three way channel B. Two way channel C. Four way channel D. Five way channel E. None of the above The correct answer is option [Endited Section 2] 33. Which of these is NOT a divalent and the section and the sect	B. Okirika goods C. Belgium goods D. Imported goods E. Exported goods The correct answer is option [D]. 32. The channel of distribution for the sale of A. Three way channel B. Two way channel C. Four way channel D. Five way channel E. None of the above The correct answer is option [B] 33. Which of these is NOT a division of Industr A. Textile industry B. Extractive C. Constructive D. Manufacturing E. None of the above The correct answer is option [A]. Option A is classified under the manufacturing 34. The reward for labour as a factor of product. A. rent B. transport	B. Okirika goods C. Belgium goods D. Imported goods E. Exported goods The correct answer is option [D]. 32. The channel of distribution for the sale of an aircraft is an example and the sale of an

D. interest				
E. commission				
The correct answer is op	otion [C]			
35. A shareholder's prof	t for the year is	called		
A. a yield				
B. an ex div				
C. a share gain				
D. a dividend				
E. a cum div				
The correct answer is op	otion [D]			
36. The is concern	ned with building	g and erecting s	structures.	
A. extractive industry				
B. manufacturing indust	ry			
C. constructive industry				
D. drilling industry	, 5 ¹ 1			
E. None of the above				
The correct answer is op	otion [C].			
37. Which of these is NC	T a product of	a manufacturing	g industry?	
A. Textile				
B. Shoe				
C. Tyres				
D. Plastics				
E. None of the above				
The correct answer is op	otion [E].			

38. A is somebody who buys goods or services for his own consumpt A. consumer B. seller C. buyer D. wholesaler E. retailer The correct answer is option [A]. 39. Home trade involves all of the following people, except the A. importer B. wholesaler C. consumer D. retailer	
A. consumer B. seller C. buyer D. wholesaler E. retailer The correct answer is option [A]. 39. Home trade involves all of the following people, except the A. importer B. wholesaler C. consumer D. retailer	
A. consumer B. seller C. buyer D. wholesaler E. retailer The correct answer is option [A]. 39. Home trade involves all of the following people, except the A. importer B. wholesaler C. consumer D. retailer	
B. seller C. buyer D. wholesaler E. retailer The correct answer is option [A]. 39. Home trade involves all of the following people, except the A. importer B. wholesaler C. consumer D. retailer	on.
C. buyer D. wholesaler E. retailer The correct answer is option [A]. 39. Home trade involves all of the following people, except the A. importer B. wholesaler C. consumer D. retailer	
D. wholesaler E. retailer The correct answer is option [A]. 39. Home trade involves all of the following people, except the A. importer B. wholesaler C. consumer D. retailer	
E. retailer The correct answer is option [A]. 39. Home trade involves all of the following people, except the A. importer B. wholesaler C. consumer D. retailer	
The correct answer is option [A]. 39. Home trade involves all of the following people, except the A. importer B. wholesaler C. consumer D. retailer	
39. Home trade involves all of the following people, except the A. importer B. wholesaler C. consumer D. retailer	
A. importer B. wholesaler C. consumer D. retailer	
A. importer B. wholesaler C. consumer D. retailer	
B. wholesaler C. consumer D. retailer	
C. consumer D. retailer	
D. retailer	
E. manufacturer	
The correct answer is option [A].	
40. The following are aids to trade, except	
A. banking	
B. insurance	
C. taxation	
D. transportation	
E. communication	
The correct answer is option [C].	
41. Money or property held in trust for an investor or a group of investors is ca	ılled
A. investment	
B. investment trust	

C. insurance	
D. insurance trust	
E. None of the above	
The correct answer is option [B].	
42. Which of these are NOT consumption goods?	
A. Furniture	
B. Training	
C. Food	
D. Drinks	
E. Clothes	
The correct answer is option [B].	
Option 'B' is a capital good.	
43. Which of the following does not belong to this gro	up?
A. Extraction	
B. Manufacturing	
C. Construction	
D. Direct and indirect services	
E. None of the above	
The correct answer is option [D]	
44. Dividends are usually paid to	
A. ordinary shareholders	
B. preference share holders	
C. sole proprietors	
D. debenture holders	
E. cumulative preference shareholders	

The correct answ	ver is option [A]			
45. Which one of	f these people is NO	T a producer?		
A. Trader				
B. Teacher				
C. Barber				
D. Actor				
E. Consumer				
The correct answ	ver is option [E].			
46. An intermedi	ate consumer is a co	nsumer		
A. that buyers m	ainly consumption g	oods		
B. that buys god	ods in large quantities	5		
C. that buys a g	ood for producing ar	nother product		
D. that buys from	n others in his line of	business		
E. All of the abo	ve			
The correct answ	ver is option [C].			
47. Crop harvest	ing can be classified	under		
A. extractive ind	ustry			
B. commercial in	ndustry			
C. constructive				
D. manufacturing	g and 5.1			
E. direct service				
The correct answ	ver is option [A]			
48 is the	transformation of ma	aterials into the fo	orm in which th	ey are neede

A. Primary production		
B. Secondary production		
C. Tertiary production		
D. All of the above		
E. None of the above		
The correct answer is option [B].		
49. The conversion of raw materials into fini	shed products creates _	
A. marginal utility		
B. place utility		
C. form utility		
D. time utility		
E. All of the above		
The correct answer is option [C]		
50. Which of these does NOT fall under the	extractive industry?	
A. Farming		
B. Mining		
C. Drilling		
D. Fishing		
E. Building		
The correct answer is option [E].		
51. Which of these is NOT a fixed capital?		
A. Machines		
B. Roads		
C. Houses		
D. Factories		

E. Raw materials			
The correct answer is o	ption [E].		
52. The following are fac-	ctors which influer	nce the volume of pro	duction, except
A. the number of worke	ers available and th	neir quality in terms of	skills
B. the working environn	nent for the worke	ers	
C. the political and eco	nomic stability of	the country	
D. the quality and quan	tity of factors of p	roduction	
E. the level of wealth of	the workers		
The correct answer is o	ption [E].		
53. What is a security?			
A. A large sum of mone	y kept aside for th	ne unforseen.	
B. The place where sto	cks and shares ar	e kept.	
C. The strong room of a	a bank where mon	ey is kept.	
D. A valuable property	promised to a mo	ney lender in case rep	payment is not made.
E. None of the above.			
The correct answer is o	ption [D].		
54. Circulatory capital is	s also known as	capital.	
A. Working			
B. Sophisticated			
C. Liquid			
D. Locomotive			
E. Moving			
The correct answer is o	ption [A].		

55. Who among the following is NOT a produ	icer?	
A. Farmer		
B. Fisherman		
C. Barber		
D. Teacher		
E. None of the above		
The correct answer is option [E].		
56. The is a forecast of the total gove given year.	ernment revenue and expe	nditure in a
A. appropriation bill		
B. budget		
C. consolidated revenue		
D. vote book		
E. warrant		
The correct answer is option [B]		
57. Trade between Nigeria and Japan is class	sified as	
A. an alien trade		
B. a domestic trade		
C. an oriental trade		
D. a foreign trade		
E. a dual trade		
The correct answer is option [D].		

58. The risk in a busines	s venture is b	orne by the		
A. trade creditors				
B. employees				
C. trade debtors				
D. entrepreneur				
E. government				
The correct answer is o	ption [D]			
59 is a produ	ıcer of materia	I or tangible things	3. ~ CO.,	
A. Sailor				
B. Teacher				
C. Barber				
D. Manufacturer				
E. None of the above				
The correct answer is o	ption [D].			
60. Land can be reclain	ned from all of	the following, exce	ept	
A. seas				
B. rocks				
C. lakes				
D. rivers				
E. swamp				
The correct answer is o	ption [B].			
61 are goods when goods and services.	nich are not dir	ectly consumed, b	out used for pr	oducing other
A. Commodity goods				
B. Consumption goods				

C. Capital goods		
D. Manufactured goods		
E. Tertiary goods		
The correct answer is option [C].		
62. Limestone is to manufacturing a	as cement is to	
A. bridging		
B. building		
C. construction		
D. decking		
E. fencing		
The correct answer is option [C]		
63. Which of these is NOT a functio	n of the entrepreneur?	
A. He bears the risk of the business	s	
B. He takes managerial decisions.		
C. He organizes labour, land and ca	apital in order to produc	e goods and services.
D. He decides what to produce, for	whom to produce, and I	now to produce them.
E. None of the above		
The correct answer is option [E].		
64. Which of these is a reserve curr	ency?	
A. Cedes		
B. Rupee		
C. Naira		
D. Francs		
E. Rand		
The correct answer is option [D].		

65. Commercial services do not include
A. transportation
B. distribution of goods
C. banking
D. insurance
E. drilling
The correct answer is option [E].
66. Goods we sell to other countries are called
A. imports
B. exports
C. raw materials
D. home-base goods
E. None of the above
The correct answer is option [B].
67. Which of these is a function of the entrepreneur?
A. He calculates the total number of people in the business world.
B. He serves as a middle man to the wholesaler and consumer.
C. He bears the risks of the business.
D. All of the above.
E. None of the above.
The correct answer is option [C].
×e ⁵ ²
68. Match the capitalized words below with the correct option.
COAL MINER
A. Finance

B. Trade				
C. Extractive				
D. Transport				
E. Direct services				
The correct answer is option [C].				
69. Which of the following is the la	rgest employer of I	abour in West A	frica?	
A. Farming				
B. Fishing				
C. Bead making				
D. Oil drilling				
E. Weaving				
The correct answer is option [A].				
·sile				
70. All of the following are reasons	s why we study com	merce, except _		
A. it enables us to improve the system of distribution of goods and services				
B. it helps us to understand how goods and services are made available				
C. it helps us spend our money every time				
D. it enables us to understand wh		rising or falling		
E. All of the above	, ,			
The correct answer is option [C].				
Consect unions to option [o].				
71. A is a trader that buys	in bulk or large qua	ntities and sells	to others	
A. consumer	m baik or large qua	Titiloo aria conc	to othere.	
B. wholesaler				
C. retailer				
D. bulk buyer				
E. none of the above				
L. Holle of the above				

72. Which of these is not a reserve currency?	
A. Yen	
B. Pound Sterling	
C. Francs	
D. Dollar	
E. None of the above	
The correct answer is option [E].	
73. Goods and services can be distributed in ways.	
A.1	
B. 2	
C. 3	
D. 4	
E. 5	
The correct answer is option [D].	
74. Dividend is usually paid to	
A. ordinary shareholders	
B. preference share holders	
C. sole proprietors	
D. debenture holders	
E. cumulative preference shareholders	
The correct answer is option [A]	

The correct answer is option [B].

75 Production in and selling.	volves the provision of	commercial servic	es such as buying
A. Primary			
B. Second			
C. Tertiary			
D. Nursery			
E. University			
The correct answer is opt	ion [C].		
76. All factors of producti	on receive		
A. rewards			
B. salaries			
C. wages			
D. benefits			
E. dividends			
The correct answer is opt	ion [A].		
77. Which of these is NOT	a factor of production	?	
A. Land			
B. Crops			
C. Labour			
D. Capital			
E. Entrepreneur			
The correct answer is opt	ion [B].		
78. Which of these is a div	vision of Industrial prod	luction?	
A. Constructive industry			
B. Taytila industry			

C. Milk factory			
D. Oil industry			
E. All of the above			
The correct answer is option [A	A].		
79. Who among the following is	a producer?		
A. Farmer			
B. Barber			
C. Teacher			
D. Shoe maker			
E. All of the above			
The correct answer is option [E	:].		
80. A businessman pays factory.	to an insurance com	npany to insure his p	roperty or
A. dividends			
B. money			
C. premium			
D. wages			
E. insurance funds			
The correct answer is option [C	C].		
81. How many types of commer	cial services are there?		
A. 1			
B. 2			
C. 3			
D. 4			
E. 5			

The correct answer is option [B].
Direct and indirect commercial services.
82 Services are services rendered to the people in order to improve on their productivity or to provide satisfaction.
A. Commercial
B. Wholesale
C. Retail
D. Direct
E. None of the above
The correct answer is option [D].
83. Which of these is NOT a form of production?
A. Nursery production
B. Primary production
C. Secondary production D. Tertiary production
E. None of the above
The correct answer is option [A].
84. Which of these is not an aid to trade?
A. banking
B. advertising
C. communication
D. importing
E. transportation

The correct answer is option [D].	
85. Which of these is not a reserve of	currency?
A. Cedes	
B. Yen	
C. Dollar	
D. Francs	
E. Pounds	
The correct answer is option [A].	
86. Immaterial wants are simply	
A. services	
B. goods	
C. needs	
D. desires	
E. requirements	
The correct answer is option [D]	
87. Tertiary production involves the	following, except
A. provision of commercial services	
B. storage	
C. distribution	
D. direct and indirect services	
E. manufacturing	
The correct answer is option [E].	

oo. Activities that facilitate the buying and selling of goods are collectively called
A. aids to trade
B. forms of trade
C. branches of trade
D. kinds of trade
E. None of the above
The correct answer is option [A].
89. In the chain of distribution of goods and services, the wholesaler is followed closely by the
A. consumer
B. manufacturer
C. agent
D. producer
E. retailer
The correct answer is option [E]
90. A cooperative society is set up to provide its owners with
A. goods and services
B. profits
C. rewards
D. dividends
E. None of the above
The correct answer is option [A].

91 is that branch exchange of the products		n that is concern man.	ed with the d	istribution and	
A. Business studies					
B. commerce					
C. Economics					
D. Sales					
E. Marketing					
The correct answer is opt	tion [B].				
92. What occurs between	a buyer and a	seller?			
A. Marketing					
B. Trade					
C. Exporting					
D. Marketing					
E. None of the above					
The correct answer is opt	tion [B].				
93 are render	ed to things so	that people ma	y benefit late	r.	
A. Direct services					
B. Wholesale					
C. Savings					
D. Indirect services					
E. Insurance					
The correct answer is opt	tion [D].				

94. Which of these is a circulatory	y capital?	
A. Money		
B. Computer		
C. Houses		
D. Robots		
E. Machines		
The correct answer is option [A].		
95. Which of the following is NOT	a commercial occupation?	
A. Transportation		
B. Warehousing		
C. Insurance		
D. Banking		
E. None of the above		
The correct answer is option [E]		
96. Which of the following does N	IOT offer essential services	in Nigeria?
A. PHCN		
B. NITEL		
C. UPTH		
D. CBN		
E. UNIPORT		
The correct answer is option [E].		
The or		

97. A is someone who owns	one or more shares in a busines	s.
A. chief		
B. stockowner		
C. shareowner		
D. shareholder		
E. Chief Executive Officer		
The correct answer is option [D].		
98. Shares are sold at the	—	
A. stock brokerage		
B. commodity market		
C. capital market		
D. stock exchange		
E. bank		
The correct answer is option [D].		
99. Kubulaode sets aside ₦4,800 fr	om his salary every month for bu	usiness purposes.
This ₹4,800 is referred to as	<u>)" </u>	
A. capital		
B. drawings		
C. loan		
D. profit		
E. reserve		
The correct answer is option [E]		

100	are goods and	l services whi	ch are ready for	use by the c	onsumers.
A. Capital goo	ds				
B. Production	goods				
C. Consumption	on goods				
D. Manufactur	ed goods				
E. Tertiary god	ods				
The correct an	swer is option	[C].			
101. Which of t	hese is an aid t	o trade?			
A. Importing					
B. Exporting					
C. Advertising					
D. Retailing					
E. Wholesaling	15110				
The correct an	swer is option	[C].			
102. Industrial	production is d	livided into	part(s).		
A. 1					
B. 2					
C. 3					
D. 4					
E. 5					
The correct an	swer is option	[C].			
Extractive, Cor	structive and N	Manufacturing	g industry.		
103. Gases are	best conveyed	d through	- 20		
A. tankers					

B. trailers
C. lorries
D. pipelines
E. cookers
The correct answer is option [D]
104. Is best defined as
A. the buying and selling of goods on an average scale
B. the retailing on a small scale and wholesaling on a large scale
C. the production and consumption of large scale goods
D. the distribution of goods on a large scale
E. the buying and selling of goods or services, and includes all activities which support such trade
The correct answer is option [E]
105. The term 'cost of living' means
A. the cost of acquiring the basic necessities of life
B. the cost of food and clothing only
C. the cost of shelter and clothing only
D. the cost of food and shelter only
E. the cost of education only
The correct answer is option [A]

106. Which of the following is the best char	nnel for the sale of mobile phones?
A. Producer-retailer-consumer	
B. Producer-wholesaler-consumer	
C. Producer-consumer	
D. Producer-wholesaler-retailer-consumer	r
E. All of the above	
The correct answer is option [E]	
107. Foreign trade is also called	trade.
A. dual	
B. cross country	
C. abroad	
D. overseas	
E. international	
The correct answer is option [E].	
108. Capital goods are also known as	
A. Producer goods	
B. Consumption goods	
C. Consumer goods	
D. Manufactured goods	
E. Money goods	
The correct answer is option [A].	

109. Traders who buy in large quantities for resale are known as
A. Bulk traders
B. Retailers
C. Producers
D. Wholesalers
E. Consumers
The correct answer is option [D].
110. Who is a consumer?
A. One who eats too much.
B. One who makes use of goods and services rendered.
C. One who consumes anything.
D. One who drinks alcohol.
E. None of the above.
The correct answer is option [B].
111. Human labour is productive only when
A. something is visibly made
B. reward is paid in terms of wages and salaries
C. the organizer makes big profit
D. commodities are produced and sold
E. efforts lead to the satisfaction of wants
The correct answer is option [E]
112. Which of these is a form of production?
A. Primary production
B. Industial production
C. Labour

D. Services					
E. Commercial production					
The correct answer is option [A].					
113. The industry is a division changing raw materials into a form			oncerned with		
A. extractive					
B. constructive					
C. manufacturing					
D. commercial					
E. consumer					
The correct answer is option [C].					
114 involves making goo needs such goods.	ds and services av	ailable where and	d when man		
A. Marketing					
B. Construction					
C. Economics	-Si5 ⁽¹⁾				
D. Production					
E. Business					
The correct answer is option [D].					
115. Which of the following is NOT	a function of the re	etailer?			
A. Buying in bulk and warehousing	g.				
B. Buying and selling in bits to co	nsumers.				
C. Advising consumers on the right type of goods.					
D. Granting credit to consumers.					

E. Opening shops at convenient ho	urs.		
The correct answer is option [A]			
116. The Accountant General of the	federation of Nigeria i	is a staff of the	
A. Federal Ministry of Economic Pla	nning		
B. Federal Ministry of Planning			
C. Federal Ministry of Finance			
D. Nigerian National Petroleum Cor	poration		
E. Public Limited Company			
The correct answer is option [C]			
117 involves the transfer of go	ods from manufactur	er to final consumers	3.
A. Transportation			
B. Production			
C. Consumption			
D. Traveling			
E. All of the above			
The correct answer is option [A].			
118. Which of these is NOT a branch	of production?		
A. Industrial production			
B. Services			
C. Labour			
D. Commercial production			
E. None of the above			
The correct answer is option [C].			

119. The is an off of the required quality			ities,
A. order form			
B. invoice			
C. delivery note			
D. quotation			
E. none of the above			
The correct answer is	option [D]		
120. Which of these is	NOT a skilled lab	our?	
A. Engineers			
B. Dentists			
C. Doctors			
D. Lawyers			
E. Bus conductors			
The correct answer is	option [E].		
121. Which of these is a	a means of comm	unication	
A. Newspaper			
B. Radio			
C. Television			
D. Post office			
E. All of the above			
The correct answer is	option [E].		
122. Foreign trade invo	olves importing ar	d	
A. landing			
B. exporting			

C. outporting
D. offshoring
E. shipping
The correct answer is option [B].
123. Which of these is an aid to trade?
A. Importing
B. Exporting
C. Retailing
D. Marketing
E. Advertising
The correct answer is option [E]
Options A,B,C and D are trades and not aids to trade. Aids to trade are those things that facilitate the buying and selling of goods.
124. All, but one of these are channels of distribution except
A. Manufacturer - Retailer - Wholesaler - Consumer
B. Manufacturer - Consumer
C. Manufacturer - Retailer - Consumer
D. Manufacturer - Wholesaler - Consumer
E. Manufacturer - Wholesaler - Retailer - Consumer
The correct answer is option [A].
125. Petroleum exploration comes under the
A. commercial service
B. direct industry
C. extractive industry
D. constructive industry

E. manufacturing industry	
The correct answer is option [C]	
126. Commercial services include all of the following, except	- 105
A. buying and selling	
B. transportation	
C. banking	
D. packaging	
E. producing	
The correct answer is option [E].	
127. Trade developed because	
A. it could not be underdeveloped	
B. people were greedy	
C. traders were greedy for more profit	
D. it was not possible for one person to produce all his needs	
E. All of the above	
The correct answer is option [D].	
128. The industry is concerned with obtaining raw materials	from nature.
A. textile	
B. oil	
C. construction	
D. drilling	
E. extractive	
The correct answer is option [E].	

	rth that a product	or service wou	ıld bring to son	neone if
sold.				
A. Allowance				
B. Remuneration				
C. Goodwill				
D. Maximum utility				
E. Monetary value				
The correct answer is option	n [E]			
130 is any resourc	e made by man ar	nd set aside fo	r further produ	ction.
A. Machines				
B. Capital				
C. Money				
D. Entrepreneur				
E. None of the above				
The correct answer is option	n [B].			
•	(COL)			
131. The following are factors	s that determine th	he supply of la	bour, except	Co.
A. the total population of a				
B. the size of the organisation				
C. the percentage of total p		e within the wo	rkina aroun	
			rking group	
D. total number of hours pe		WOIK		
E. the amount of wages paid				
The correct answer is option	ו [۵].			
Co.	×C.			
132. Which of these is not a	type of insurance	?		
A. Marine				
B. Life				

C. Accident			
D. Fire			
E. Marriage			
The correct answer is op	otion [E].		
133. The process by which	ch the government tak	kes over a private bu	siness is known
·			
A. Commercialization			
B. Indigenization			
C. Nationalization			
D. Privatization			
E. Industrialization			
The correct answer is op	otion [C]		
134. Match the capitalize	ed word below with the	e correct option.	
DENTIST			
A. Direct service			
B. Extractive	055		
C. Finance			
D. Transport			
E. Trade			
The correct answer is op	otion [A].		
135. Match the capitalize	ed words below with th	ne correct option.	
SHOP ASSISTANT			
A. Direct services			
B. Extractive			
C. Finance			
© 1			

D. Transport
E. Trade
The correct answer is option [E].
136. Oil exploration is classified under the
A. constructive industry
B. manufacturing industry
C. extractive industry
D. directive service
E. engineering company
The correct answer is option [C]
137. Pick the odd option.
A. Labour
B. Land
C. Capital
D. Money
E. Entrepreneur
The correct answer is option [D].
Option 'A, B, C and E are factors of production.
138 involves the commercial function of storage.
A. Warehousing
B. Distribution
C. Commercialization
D. Reservation
E. None of the above
The correct answer is option [A].

139 labour includes those who have become experts on their jobs.	ve received formal training	and as such
A. Skilled		
B. Unskilled		
C. Semi-skilled		
D. Demi-skilled		
E. Talented		
The correct answer is option [A].		
OLC SEC		
140. A person who plans for a business ar	nd gets the business functi	oning is called
		J
A. a business man		
B. a trader		
C. a marketer		
D. a capitalist		
E. an entrepreneur		
The correct answer is option [E].		
141 is concerned with the produ	uction of food and raw mat	erials.
A. Primary production		
B. Capital goods		
C. Secondary goods		
D. Nursery goods		
E. None of the above		
The correct answer is option [A].		

142. Money used to start up a business is called	
A. saving	
B. loans	
C. dividends	
D. capital	
E. interest	
The correct answer is option [D]	
143. Consumption goods are also known as	
A. consumer goods	
B. manufactured goods	
C. production goods	
D. perishable products	
E. None of the above	
The correct answer is option [A].	
144. Bridge building comes under	
A. commercial service	
B. direct service	
C. extractive industry	
D. constructive industry	
E. None of the above	
The correct answer is option [D]	

145. Labour, in Commerce, can be defined as all of the following, except A. it is the productive power of individuals B. it is the actual effort, both physical and mental, made by human beings towards production C. it is the process of undergoing child-birth D. it is human effort of any kind, whether such efforts are manual, mental, skilled or unskilled E. None of the above The correct answer is option [C]. 146. The Accountant General of the Federation of Nigeria works in A. the Federal Ministry of Finance B. the State Ministry of Finance C. a public limited company D. the Nigerian National Petroleum Company E. the Federal Ministry of Economic Planning The correct answer is option [A] 147. The total amount of money actually received by a company out of the issued capital is called A. paid up capital B. unissued capital C. reserved capital D. called up capital E. authorized capital The correct answer is option [A] 148. Which of the following is referred to as the 'gift of nature'? A. Capital		
A. it is the productive power of individuals B. it is the actual effort, both physical and mental, made by human beings towards production C. it is the process of undergoing child-birth D. it is human effort of any kind, whether such efforts are manual, mental, skilled or unskilled E. None of the above The correct answer is option [C]. 146. The Accountant General of the Federation of Nigeria works in A. the Federal Ministry of Finance B. the State Ministry of Finance C. a public limited company D. the Nigerian National Petroleum Company E. the Federal Ministry of Economic Planning The correct answer is option [A] 147. The total amount of money actually received by a company out of the issued capital is called L. reserved capital D. called up capital E. authorized capital The correct answer is option [A]		
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C. reserved capital D. called up capital E. authorized capital The correct answer is option [A] 148. Which of the following is referred to as the 'gift of nature'?	A. paid up capital	
D. called up capital E. authorized capital The correct answer is option [A] 148. Which of the following is referred to as the 'gift of nature'?	B. unissued capital	
E. authorized capital The correct answer is option [A] 148. Which of the following is referred to as the 'gift of nature'?	C. reserved capital	
The correct answer is option [A] 148. Which of the following is referred to as the 'gift of nature'?	D. called up capital	
148. Which of the following is referred to as the 'gift of nature'?	E. authorized capital	
	The correct answer is option [A]	
A. Capital	148. Which of the following is referred to as the 'gift of nature'?	
	A. Capital	

B. Entrepreneur			
C. Labour			
D. Land			
E. Organizer			
The correct answer is option [D]			
149. Who is a stock broker?			
A. One who sells and buys and sexchange for both retail and inst			m the stock
B. One who buys shares from a polients	public company	y for both retail and	institutional
C. One who sells shares to priva	ite individuals o	only.	
D. One who breaks stock market	ters accounts f	or both retail and in	istitutuonal clients.
E. One who stocks the store or s	shop.		
The correct answer is option [A].			
150 is a type of capital w	hich can be use	ed up easily.	
A. Fixed capital	25 ¹⁵¹¹		
B. Circulatory capital			
C. Sophisticated capital			
D. Liquid capital			
E. Standard capital			
The correct answer is option [B].			
151. Nigeria exports to c	other countries.		
A. manganese			
B. shoes			
C. yam			

D. bread			
E. clothes			
The correct answer is optic	on [A].		
152. Which aid to trade con location to another?	cerns the conveya	nce of goods and p	ersons from one
A. Warehousing			
B. Transportation			
C. Communication			
D. Telecommunication			
E. Advertising			
The correct answer is optic	on [B]		
153. The channel for the sa	le of a ship is an ex	ample of a	
A. Three way channel			
B. Two way channel			
C. Four way channel			
D. Five way channel	-05 ¹⁵ "		
E. None of the above			
The correct answer is optic	on [B]		
154. Match the capitalized	words below with th	ne correct option.	
BANK CLERK			
A. Direct services			
B. Extractive			
C. Transport			
D. Finance			
E. Trade			

The correct answer is option [D].		
155. Trade by barter was replaced by the use of		
A. services		
B. education		
C. money		
D. knowledge		
E. None of the above		
The correct answer is option [C].		
156. Insurance involves the transfer of		
A. ownership		
B. funds		
C. capital		
D. risks		
E. dividends		
The correct answer is option [D].		
157. Reserve currencies are		
A. foreign currencies reserved in the bank		
B. foreign currencies printed for a future purpose		
C. moneys of other countries reserved by commerci	al banks	
D. currencies that are held by many governments an to pay off international debts or influence their excha		them
E. Nigerian currencies reserved in foreign accounts	of other countries	
The correct answer is option [D].		

158 which inter	is a cert est is payabl	ificate issued by a e.	a company ack	knowledging a	loan upon	
A. Deed						
B. Stock						
C. Share						
D. Debenti	ure					
E. Loanage	Э					
The correc	t answer is o	ption [D].				

TOPIC: COMMUNICATION

DIRECTION: Choose the correct answer from the lettered options.

1. Telephone services provided by NITEL include all of the following, except		except	followina.	f the	all of	. include	/ NITEL	rovided by	services i	elephone	1.
--	--	--------	------------	-------	--------	-----------	---------	------------	------------	----------	----

- A. mobile calls
- B. emergency calls
- C. local calls
- D. trunk calls
- E. conference calls

The correct answer is option [A]

TOPIC: FORMS OF BUSINESS ORGANISATIONS

DIRECTION: Choose the correct answer from the lettered options.

1. Which of these is not a cooperative	society?	
A. Producers' cooperative society		
B. Consumers' cooperative society		
C. Cooperative thrift societies		
D. Public cooperative societies		
E. None of the above		
The correct answer is option [D].		
2. A disadvantage of the public enterp	orise is	
A. they encourage large-scale produc	ction	
B. they prevent private monopolies		
C. they provide essential services to t	the public	
D. they help the government of develo	oping countries to control str	ategic industries
E. there is too much political influence	e in the appointment of board	d of directors
The correct answer is option [E].		
3. Which cooperative society deals wit	th the production of goods?	
A. Producers' cooperative society		
B. Consumers' cooperative society		
C. Cooperative thrift society		
D. Public cooperative society		
E. None of the above		
The correct answer is option [A].		
4. Which of these is a disadvantage of	a Cooperative society?	
A. It is run democratically.		

- B. Profit is distributed according to the amount of purchase a member makes.
- C. It promotes education among members because educational pamphlets are provided for members.
- D. Membership is open to anybody who is interested.
- E. Many of those who run cooperative societies do not have enough business experience.

The correct answer is option [E].

- 5. Which of the following is not a source of capital to a sole trader?
- A. Credit purchase.
- B. Equipment leasing.
- C. Personal savings.
- D. Borrowing from friends.
- E. Selling of shares to the public.

The correct answer is option [E]

- 6. Which business organization has a membership range of 2-50?
- A. Cooperative society
- B. Partnership
- C. Private limited company
- D. Public enterprise
- E. Public limited company

The correct answer is option [C]

- 7. Which of these is a disadvantage of a Sole Proprietorship?
- A. A small amount of capital is needed to start the business.
- B. The owner enjoys privacy.

2			
C. Decisions can be taken qui	ckly by the owner.		
D. The owner enjoys all the pro	ofits.		
E. None of the above.			
The correct answer is option [8]	≣].		
8. Public enterprises can be ov	vned by all of the follo	owing, except	·
A. the federal government			
B. the state government			
C. the local government			
D. the council			
E. none of the above			
The correct answer is option [I	D].		
9. A is also referred to	as a joint-stock com	pany.	
A. partnership			
B. limited Liability Company			
C. cooperative society			
D. public enterprise			
E. private liability company			
The correct answer is option [8]	3].		
10. A of a limited liabili	ty company can only	loose the value o	f his or her
shares if the business fails.			
A. partner			
B. shareholder			
C. owner			
D. manager			
E. customer			

TI	he correct answer is option [B].
11	. A public liability company requires a maximum of shareholders.
A	A. 50
E	3. 100
C	C. 500
[D. 1,000
E	E. None of the above
TI	he correct answer is option [E].
12	2. The Article of Partnership is also called
A	A. an evidence
√⊗ ₂ E	3. a certificate
C	C. a deed
С	D. all of the above
E	E. none of the above
TI	he correct answer is option [C].
13	3. Which of these is a limited company?
A	A. Partnership
E	3. Public Liability Company
Č	C. Cooperative Society
С	D. Government Agency
Е	E. None of the above
TI	he correct answer is option [B].
	4. Which of these is not a public enterprise owned by the Federal Government of
N	igeria?

A. Power Holding Company of Nigeria.
B. Federal Radio Corporation of Nigeria.
C. Nigeria Railway Corporation.
D. National Agency for Food Drug Administration and Control.
E. Federal Housing Authority.
The correct answer is option [D].
15. A public liability company requires a minimum of shareholders.
A. 4
B. 2
C. 7
D. 9
E. 8
The correct answer is option [C].
16. Which of these is an advantage of a Cooperative society?
A. Many members do not have enough business experience.
B. Some cooperative societies are not strong enough financially.
C. They may use their money to promote the interests of a political party.
D. Profits of cooperative societies are not taxed and this reduces government revenue.
E. None of the above.
The correct answer is option [C].
17. Which of these business organizations suffer double taxation?
A. Public liability company
B. Private liability company
C. Partnership

D. All of the above
E. None of the above
The correct answer is option [A].
Both the company and the dividends of its shareholders are taxed.
18. Capital for the establishment of public enterprises is provided by
A. government
B. the public
C. private individuals
D. business men
E. All of the above
The correct answer is option [A].
19. As, no rival companies are allowed to compete with public enterprises.
A. private enterprises
B. state monopolies
C. public monopolies
D. local monopolies
E. None of the above
The correct answer is option [B].
20. Which of these is the most common business unit in West Africa?
A. Cooperative society
B. Sole proprietorship
C. Partnership
D. Industry
E. Joint stock company
The correct answer is option [B]

21. Which of these is n	ot a source of ca	pital to the partnership?	
A. Capital contributed	by the partners.		
B. Loans taken from f	riends.		
C. Short-term loans fi	rom commercial b	anks.	
D. Sale of shares on t	he stock exchang	e.	
E. Profits retained in t	he business.		
The correct answer is	option [D].		
22. A private limited lia	ability company ha	as a range of to	shareholders.
A. 2 - 50			
B. 2 - 30			
C. 2 - 40			
D. 2 -60			
E. 2 -100			
The correct answer is	option [A].		
23. Profits and losses	are shared equall	y or in an agreed proport	ion in a
A. sole proprietorship	•		
B. limited Liability Cor	mpany		
C. partnership			
D. cooperative societ	у 🧬		
E. all of the above			
The correct answer is	option [C].		
24. A partner with unli	mited liability is kr	nown as partner.	
A. a dormant			
B. a nominal			

C. a general				
D. an active				
E. a relevant				
The correct answer is	option [C]			
25. A cooperative so	ciety is said to	be run democrat	ically because _	
A. a member does n	ot have more t	han one vote		
B. it was established	during democ	cracy		
C. the democratic pa	arty of the U.S.	A first formed it		
D. All of the above				
E. None of the above	• 🔊			
The correct answer is	s option [A].			
26. When there is no shared	written agreer	ment, partnership	profits and loss	es will be
A. proportional to ca	pital contribut	ions		
B. equally				
C. pro rata				
D. ratio of 2:1				
E. ratio of 3:2				
The correct answer is	s option [B]			
27. An advantage of	the public ente	erprise is	(15)	
A. there is too much	political influe	nce in the appoir	ntment of board	of directors
B. there is too much	delay in taking	g decisions		
C. there is too much	waste in publi	c enterprises		
D. they prevent priva	ate monopolies	6		
E. lack of competition	n brings about	tinefficiency		

The correct answer is option [D].			
and the second s			
28. The is a limited liability company that c	an sell its shares	s to the public	
A. private limited company	an con no onar co	25	
B. partnership			
C. sole proprietorship			
D. cooperative society			
E. None of the above			
The correct answer is option [E].			
It is the Public Limited Liability Company that can	ı sell its shares to	the public.	
all 5.			
29. A is a business owned by two or more pe	eople.		
A. sole proprietorship			
B. limited Liability Company			
C. partnership			
D. public enterprise			
E. none of the above			
The correct answer is option [C].			
60			
30. Which of these is an advantage of a Coopera	tive society?		
A. It is run democratically.	,		
B. Profit is distributed according to the amount o	of purchase a me	mber makes.	
C. It promotes education among members becau	15		
provided for members.	0	A STORY	
D. Membership is open to anybody who is interes	sted.		
E. All of the above.			
The correct answer is option [E].			

31. Why are public enterprises established?
A. To give the government money.
B. To carter for the welfare of the people.
C. To enrich the country.
D. To make the government look good.
E. All of the above.
The correct answer is option [B].
32. The main disadvantage of a Sole proprietorship is
A. continuity
B. unlimited liability
C. independence
D. specialization
E. tax holiday
The correct answer is option [B]
33. A company can be limited by
A. grants
B. property
C. shares
D. dividends
E. All of the above
The correct answer is option [C].

34. The main advantage of	a sole proprie	torship is	•	
A. continuity				
B. limited liability				
C. independence				
D. specialization				
E. holiday				
The correct answer is optio	n [C]			
35. How many types of coo	perative socie	eties are there?		
A.1				
B. 2				
C. 3				
D. 4				
E. 5				
The correct answer is optio	n [C].			
Producers', Consumers' and	d Cooperative	thrift societies.		
	×5100			
36. Which of these business newspapers?	s organizatior	ns has its annual	account publi	shed in the
A. Sole proprietorship				
B. Partnership				
C. Public liability company				
D. Private liability company	~5.0°			
E. All of the above				
The correct answer is optio	n [C].			

37. The membership of a	partnership may	y range from t	to	
A. 1 – 20				
B. 2 - 20				
C. 1 - 30				
D. 2 - 30				
E. 3 - 20				
The correct answer is op	tion [B].			
38. A public enterprise is	a business own	ed by the		
A. shareholders				
B. government				
C. partners				
D. One person				
E. Managing Director				
The correct answer is op	tion [B]			
39. Which of these is NO	T a source of ca	pital for the sole p	roprietorship?	
A. Private savings.				
B. Loan from friends.				
C. Loans from relatives.				
D. Money from investme	nt trusts.			
E. Loan from banks.				
The correct answer is op	tion [D].			

- 40. Which of these is NOT a business organisation?A. Sole ProprietorshipB. Partnership
- C. Cooperative Society
- D. Public Enterprise
- E. None of the above

The correct answer is option [E].

- 41. Which of the following is not a source of business capital for a one man-business?
- A. Borrowing from friends.
- B. Borrowing from relatives.
- C. Issuing of shares.
- D. Past savings.
- E. Profit from previous operations.

The correct answer is option [C]

- 42. Which of these is NOT an advantage of a public liability company?
- A. It can raise money from the public by the issue of shares and debentures.
- B. Shareholders have little say in the running of the company.
- C. It is a legal entity which means it can be sued and can sue.
- D. The company's property are different from those of its owners.
- E. The shareholders can transfer their shares freely in the stock exchange.

The correct answer is option [B].

- 43. Which of these is NOT an advantage of a partnership?
- A. Members of the partnership pool resources together by contributing to the capital.
- B. The risk of the business is shared by the owners .

C. Partners can advise one another.	
D. The partnership enjoys privacy because its yearly accounts	are not published.
E. The partnership is not legally separated from its owners.	
The correct answer is option [E].	
44. A is a limited liability company that cannot sell shar	es to the public.
A. private liability company	
B. public liability company	
C. partnership	
D. public corporation	
E. None of the above	
The correct answer is option [A].	
45. The is a limited liability company that can sell its sha	ares to the public.
A. private limited company	
B. partnership	
C. sole proprietorship	
D. public liability company	
E. None of the above	
The correct answer is option [D].	
46. Which of these is NOT a disadvantage of a partnership?	
A. The risks of the business are shared by the owners.	
B. The liability of partners are generally unlimited.	
C. Partnerships lack continuity especially when a partner dies.	
D. Partnerships are not legally separated from their owners.	
E. Disputes among partners may cause delays in taking decision	ons.
The correct answer is option [A].	

47. The is a business organisa	ation owned by the government.
A. sole proprietorship	
B. partnership	
C. cooperative society	
D. public enterprise	
E. limited Liability Company	
The correct answer is option [D].	
48. Which of the following would N	OT be stated in a Memorandum of Association?
A. Name clause	
B. Objective clause	
C. Registered office address	
D. Life span of the company	
E. Ultra vires rule	
The correct answer is option [E]	
	State Care

49. Which of these is a source of capi	tal for the private limit	ed liability company?	
A. Sale of shares on the stock exchar	ige.		
B. Retained profit.			
C. Borrowing from private individual in	nvestors.		
D. Long-term loans from the bank.			
E. All of the above.			
The correct answer is option [E].			
50 deals with the selling of cer	tain consumer goods.		
A. Producers' cooperative society			
B. Consumers' cooperative society			
C. Cooperative thrift society			
D. Public cooperative society			
E. None of the above			
The correct answer is option [B].			
51. When there is no written agreemen	it, partnership profit a	nd losses are shared	
A. proportionally to capital			
B. equally			
C. pro rata			
D. in the ratio of 2:1			
E. in the ratio of 3:2			
The correct answer is option [B]			
52 encourages members to sav	ve their money and to	borrow from its money.	
A. Public cooperative societies			
B. Cooperative thrift societies			

C. Producer's cooperative societies
D. Consumer's cooperative societies
E. None of the above
The correct answer is option [B].
53. A business organisation owned by one person is called a
A. sole proprietorship
B. cooperative society
C. public enterprise
D. partnership
E. none of the above
The correct answer is option [A].
54. The sole trader is also known as the
A. proprietor
B. sales man
C. sole proprietor
D. businessman
E. managing director
The correct answer is option [C].
55. Which of these is NOT an advantage of a partnership?
A. Members of the partnership pool resources together by contributing to the capital.
B. The risk of the business is shared by the owners.
C. Partners can advise one another.
D. Small amount of capital is needed to commence the business.
E. There is room for cordial relationship between the owners and the staff.

The correct answer is option [D].			
56. For a partnership without a dee	ed, profits or losses	s are shared	
A. in the ratio of each partner's ca	pital		
B. equally among the partners			
C. proportionately to patronage			
D. proportionately to assets introd	uced		
E. proportionately to capital			
The correct answer is option [B]			
57. Which of these sources of capi partnership and private limited liab		he sole proprie	torship,
A. Loans from friends.			
B. Loans from relatives.			
C. Loans from banks.			
D. Sale of shares.			
E. All of the above.			
The correct answer is option [C].			
58 is a form of business	undertaking found	ded and owned	by a
Voluntary association of individuals members who participate in profit	=	which distribute	es goods to its
A. Sole proprietorship			
B. Public liability company			
C. Private liability company			
D. Public enterprise			
E. Cooperative society			
The correct answer is option [E].			

59. Which of these is an advanta	age of Sole Proprietorship?
	eeded to commence the business.
	oroprietor will shoulder the loss alone.
C. The sources of capital to the	
D. The business often dies with	EC
E. All of the above.	
The correct answer is option [A].	N. Co
60. An advantage of the Sole pro	oprietorship is
A. continuity	
B. limited liability	
C. independence	
D. specialization	
E. holiday	
The correct answer is option [C]	
61. A public limited liability comp	any can enter into contracts because it
A. has many employees	
B. has shareholders	
C. is a legal entity	
D. is allowed to take out debent	ures
E. its workers dress corporate	
The correct answer is option [C]	
62. How many types of limited lia	ibility companies are there?
A. 1	
B. 2	

C. 3		
D. 4		
E. 5		
The correct answer is option	ı [B].	
Public and Private Limited Li	iability Companies.	
63. The document usually pro	epared before a partnership can be f	ormed is called the
A. Article of Partnership		
B. Agreement of Partnership	o arms	
C. Contract of business		
D. Dividend		
E. None of the above		
The correct answer is option	ı [A].	
	Les Tall	

C. 3

TOPIC: FORMS OF TRADE

DIRECTION: Choose the correct answer from the lettered options.

1. The highest Nigerian export commodity is	
A. crude oil	
B. rubber	
C. hides and skin	
D. palm oil	
E. cocoa beans	
The correct answer is option [A]	
2. The school cafeteria is a good example of	scale business outlet.
A. a large	
B. an average	
C. a medium	
D. a small	
E. a very large	
The correct answer is option [D]	
3. The exchange of goods for goods is	
A. barter	
B. buying	
C. credit	
D. selling	
E. specialization	
The correct answer is option [A]	

4 'Selling to the highest bidder'	is a major characteristic of	
A. auction sales		
B. sales by inspection		
C. sale by sample		
D. American sales		
E. cash transaction		
The correct answer is option [A]	I all's	
5. Ellis suddenly discovered that goods delivered to him, and has	t Akenodi's account has been under thus issued him a	rcharged for the
A. consignment note		
B. debit note		
C. protest note		
D. credit note		
E. cover note		
The correct answer is option [D]	I Kentie,	
6. The is issued as an evid	dence of money paid and received.	
A. invoice		
B. receipt		
C. credit note		
D. cover paper		
E. bill of lading		
The correct answer is option [B]	La Silver	

7. Which one of the following would purchaser?	NOT convey unmediated ownership of title to the
A. Cash purchase	
B. Credit purchase	
C. Hire purchase	
D. I-owe-you	
E. Deferred purchase	
The correct answer is option [C]	
8. Another name for net profit is	
A. Gross profit	
B. total profit	
C. grand profit	
D. true profit	
E. high profit	
The correct answer is option [D]	
9. Another name for domestic trade	e is
A. home trade	
B. international trade	
C. land trade	
D. sea trade	
E. internal trade	
The correct answer is option [A]	

10. Quantity discoun	t is dependent o	n the	5
A. rate of turnover			
B. quantity purchase	ed		
C. delivery period			
D. nature of product	:		
E. prompt payment			
The correct answer is	s option [B]		
11. The wholesaler ma	akes bulk purcha	ses from the	c ₀ ,
A. retailers			
B. consumers			
C. manufacturer			
D. middleman			
E. none of the above	e		
The correct answer i	s option [C]		
	•		

TOPIC: OFFICE PRACTICE

DIRECTION: Choose the correct answer from the lettered options.

1. Where should the records of assets of a c	company be found?
A. Finance department.	
B. Invoice department.	
C. Reception.	
D. Sales department.	
E. Production department.	
The correct answer is option [A]	
2. An office is defined as	
A. a room or building set aside for carrying	out clerical activities
B. a room where people are received and e	entertained
C. a room or building where a principal wor	ks
D. a room in which business or professiona	l activities take place
E. none of the above	
The correct answer is option [D]	
3. Filing documents according to their area	of origin is called
A. Geographical filing	
B. Chronological filing	
C. Subject filing	
D. Alpha-numerical	
E. Area filing	
The correct answer is option [A]	
1 What is an office?	

A. A place where people of like m	inds meet.	
B. A place to do work.		
C. A place where business is done	e or service is provided.	
D. A place where business men m	eet to discuss business.	
E. A place where goods are sold.		
The correct answer is option [C].		
5. All, but one of the following is N	OT a factor considered whe	n setting up an office?
A. Floor space		
B. Work-flow		
C. Location		
D. Planning		
E. Organogram		
The correct answer is option [E]		
6. The Personnel department perfe	orms the following functions	, except
A. arranging the reception for visi	tors to the organisation	
B. employing new staff		
C. looking after staff welfare		
D. keeping staff records		
E. executing staff dismissal		
The correct answer is option [A].		
Option 'A' is a function of the adm	inistrative department.	
7. Clerical duties are BEST perform	ned in	
A. a company		
B. a market		
C. a ministry		

D. an office	
E. a school	
The correct answer is option [D]	
8. Which of these most suitably enhances efficiency in an organisation?	
A. Constant light.	
B. Accurate accounting.	
C. Correct auditing.	
D. Division of labour.	
E. Good working environment.	
The correct answer is option [D].	
9. The Purchasing department performs the following functions, except	
A. employing new staff	
B. looking after staff welfare	
C. keeping staff records	
D. selling and marketing the products and services of the organisation	
E. None of the above	
The correct answer is option [E].	
10. Which of these is NOT a primary department in an organisation?	
A. Administrative	
B. Personnel	
C. Sanitary	
D. Sales	
E. Accounts	
The correct answer is option [C].	

11. Which of these officers responds to a letter of enquiry?	
A. Director of Administration.	
B. Managing Director.	
C. Purchasing Manager.	
D. Sales Manager.	
E. Store Officer.	
The correct answer is option [D]	
12. The following are the qualities of a clerical staff, except	
A. has a minimum educational qualification such as WAEC	
B. a pleasant disposition	
C. an ability to speak the official language	
D. a good sales man or marketer	
E. a good general appearance	
The correct answer is option [D].	
13. The branch of an organization that serves as the life-wire of that organization is known as the	
A. branch office	
B. head office	
C. zonal office	
D. regional office	
E. staff office	
The correct answer is option [B].	
14. Which of the following is a function of the Sales department?	
A. Storing goods until they are needed.	
B. Buying materials needed for the business.	

C. Getting information for	rom the publ	ic on their needs.		
D. Replacing equipment	tools used	in production.		
E. Keeping financial rec	ords and cor	itrolling the budg	et.	
The correct answer is op	otion [C]			
15. A place where planning and distribution of good		7. //	connection with	n production
A. a business center				
B. a market				
C. an office				
D. an establishment				
E. a firm				
The correct answer is op	otion [C].			
16. The Head of the Acco	ounts Depart	ment in an organ	ization is called	,
A. Personnel Manager				
B. Purchasing Manager				
C. Chief Accountant	5			
D. Transport Manager				
E. Accountant General				
The correct answer is op	otion [C]			
17. Why do we call the of	fice a "comm	nand post"?		
A. It is because an army	officer can I	ive in there.		
B. It is a post office for i	ssuing comm	nands.		
C. It is set up to deal wit processes.	th a chain of	processes and th	ne management	of such
D. It is a house with mar	ny bosses wh	o give out daily o	orders.	

E. None of the above.		
The correct answer is option [C].		
18. Which of these is NOT a function o	of an office?	
A. Receiving information.		
B. Recording information.		
C. Communicating information.		
D. Safe guarding information.		
E. Processing received information.		
The correct answer is option [D].		
19. An office can receive information t	hrough all of the following, e	except
A. letters		
B. telephone calls		
C. gossip		
D. personal contact		
E. telegrams		
The correct answer is option [C].		
20. An office could be small or		
A. large		
B. big		
C. great		
D. sizeable		
E. None of the above		
The correct answer is option [A].		

21. Which of these is NC	T a responsibility	of the Personnel	department?	
A. Staff recruitment.				
B. Staff welfare.				
C. Staff training.				
D. Staff promotion and	discipline.			
E. Preparation of staff s	salaries.			
The correct answer is o	otion [E]			
22 is NOT a persor	nal quality a staff s	should possess.		
A. Follows instructions	accordingly			
B. Works with others in	unity			
C. Devoted to work dut	ies C			
D. Promotes conflicts a	mong staff			
E. Works with intergrity	and honesty			
The correct answer is o	otion [D]			
23. The Accounts Depar	rtment is usually i	n control of		
A. personnel				
B. finance				
C. purchases				
D. administration				
E. sales				
The correct answer is o	otion [B]			
24. The departm an organization.	ent deals with rec	cruiting and the ma	aintenance of disc	ipline in
A. Accounts				
B. Production				

C. Marketing
D. Public Relations
E. Personnel
The correct answer is option [E]
25. A commercial bank is an example of a
A. small office
B. medium office
C. large office
D. general office
E. None of the above
The correct answer is option [C]
26. The following are functions of the Administrative department, except
A. arranging the reception for visitors to the organisation
B. maintaining an efficient and convenient filling system
C. employing new staff
D. documenting in-coming and out-going letters
E. formulating policies and ensuring that such polices are executed
The correct answer is option [C].
Option 'C' is a function of the personnel department.
27. The place in an organization where administrative duties are carried out is referred to as the
A. clearing house
B. store
C. office
D. centre

E. duty place				
The correct answer is or	otion [C]			
all l				
28. The Sales departmen	nt performs the fo	ollowing function	ıs, except	_25 ¹³
A. arranging staff trainir		J=	·	
B. selling and marketing	the products and	d services of the	e organisation	
C. organising sales cam	paigns in order to	attract new cus	stomers	
D. advertising the produ	ucts of the organis	sation		
E. None of the above				
The correct answer is or	otion [A].			
Option 'A' is a function of	of the personnel d	lepartment.		
29. All, but one of the fo	llowing is a respon	nsibility of a cler	rical officer. Ide	entify the odd
A. Writing				
B. Filing				
C. Sorting				
D. Indexing	25.50			
E. Publishing				
The correct answer is or	otion [E]			
30. The following are wa	ys of recording in	nformation in an	office, except	
A. filing in a cabinet				
B. typing				
C. writing				
D. tape dubbing				
E. filing in a basket				
The correct answer is or	otion [E].			

31. The scope of functions performed	in an office largely depends	on
A. the administration of the office		
B. the location of the office		
C. the size of the office		
D. All of the above		
E. None of the above		
The correct answer is option [C]		
32 is a simple system in which different type of work.	ch each member of a group	specializes in a
A. Labour		
B. Entrepreneurship		
C. Division of labour		
D. Forms of business		
E. None of the above		
The correct answer is option [C].		

TOPIC: THE COMPUTER

DIRECTION: Choose the correct answer from the lettered options.

1. The set of instructions which tell what to do is called	
A. a programme	
B. processes	
C. data	
D. an input	
E. an output	
The correct answer is option [A]	
2. A notebook computer is also known as a	
A. desktop	
B. laptop	
C. printer	
D. mouse	
E. exercise book	
The correct answer is option [B]	
3. The monitor, systems unit, keyboard and mouse are all modern computer system.	components of a
A. software	
B. hardware	
C. output	
D. input	
E. data	
The correct answer is option [B]	

4. The following are components of the	e central processing unit (CPU), excep
	
A. clock	
B. instruction control unit	
C. register	
D. monitor	
E. arithmetic and logic unit	
The correct answer is option [D]	
5. The elimination of faults in a comput	ter program is called
A. consulting	
B. debugging	
C. dumping	
D. looping	
E. error engaging	
The correct answer is option [B]	
6. Another name for the processesor is	s the
A. Central Processing Vault (CPV)	
B. Central Processing Unit (CPU)	
C. Central Processing Data (CPD)	
D. Data Processing Unit (DPU)	
E. Information Processing Unit (IPU)	
The correct answer is option [B]	

7. The manage who surited the property of a in called a	
7. The person who writes the programme for is called a	·
A. writer	
B. computer programme	
C. computer analyst	
D. computer writer	
E. computer programmer	
The correct answer is option [E]	
8. Computer programmers stored in memory are called	<u> </u>
A. hardware	
B. input devices	
C. software	
D. the system unit	
E. desktops	
The correct answer is option [C]	
9. The monitor is device.	
A. an input	
B. an output	
C. a data	
D. an information	
E. a programme	
The correct answer is option [B]	
THE CONTROL GIOWER TO OPTION [D]	

10. All of the following are computer pro	ogrammes, except
A. word processing	
B. desktop publishing	
C. spreadsheet	
D. computer keyboard	
E. none of the above	
The correct answer is option [D]	
11. Computers are noted for and _	in processing data.
A. data, timing	
B. accuracy, timing	
C. speed, data	
D. speed, accuracy	
E. accuracy, data	
The correct answer is option [D]	
12. The keyboard is device.	
A. an output	
B. an input	
C. a programme	
D. a data	
E. an information	
The correct answer is option [B]	

13. Data are raw
A. facts
B. information
C. figures
D. output
E. components
The correct answer is option [A]
14. Processed data is referred to as
A. output
B. information
C. result
D. paper
E. formation
The correct answer is option [B]
15. Which of these is NOT a method of correcting errors when using the microcomputer?
A. Using the backspace key.
B. Using the undo option.
C. Using correction fluid.
D. Using the delete key.
E. All of the above.
The correct answer is option [C].

16. Which of the following is	not a basic	component of a	modern compu	ter?
A. Keyboard				
B. Notebook				
C. Monitor				
D. Mouse				
E. Central Processing Unit				
The correct answer is optio	n [B]			
17. Information which results	s from proces	ssing data is kno	own as	
A. input				
B. output				
C. computer				
D. processing				
E. process				
The correct answer is optio	n [B]			
18. The hardware componer	nt used for m	ovement from o	one location to a	nother on the
screen of a microcomputer	is called the	·		
A. monitor				
B. mouse				
C. rat				
D. mother board				
E. CPU				
The correct answer is optio	n [B].			
19. The CPU is in effect the	of the	e computer.		

A. mind			
B. head			
C. brain			
D. stomach			
E. finger			
The correct answer is	option [C]		
20. Which one of the f	ollowing will you n	ot find in a standard	computer?
A. The monitor			
B. Function keys			
C. Scroll bar			
D. Space bar			
E. Cursor movement k	key		
The correct answer is	option [C]		
21. A toggle key has th	e and	_ commands.	
A. ON and OFF			
B. START and STOP			
C. START and END			
D. BEGINNING and EN	ID		
E. LEFT and RIGHT			
The correct answer is	option [A].		

22. The three major functional units which the, and	ne modern computer has are,
A. the input, the processor and the output (units
B. the back box, output, and input units	
C. BASIC, COBOL and output units	
D. BASIC, the processor and PASCAL	
E. the television, the box and the brain	
The correct answer is option [A]	
23. A small hand-held device with a roller or on screen is called the	n the bottom which controls the pointer
A. CPU	
B. mouse	
C. monitor	
D. space bar	
E. cursor	
The correct answer is option [B]	
at Silver	
24. A key or command that switches back at each time it is used is called the	nd forth between computer operations
A. house key	
B. action key	
C. keyboard	
D. toggle key	
E. enter key	
The correct answer is option [D].	
25. A set of instructions telling what to do is	called a

A. computer instruction manual
B. data processing
C. computer programme
D. computer information
E. computer output
The correct answer is option [C]
26. Data received by for processing are called
A. processed data
B. information
C. input
D. stored programme
E. output
The correct answer is option [C]
, still to the second s

TOPIC: TYPEWRITING

DIRECTION: Choose the correct answer from the lettered options.

1. "LM21" in means	
A. set left margin as 21	
B. left movement 21	
C. set left margin as 21 and	right margin as 21
D. lift manuscript 21 times	
E. None of the above	
The correct answer is optio	n [A].
2. Which of these keys is us	sed for typing continuous capital letters?
A. Shift key	
B. Shift lock key	
C. Capital key	
D. Space bar	
E. None of the above	4511
The correct answer is optio	n [B].
3. All of the following are the	e parts of a typewriter, except the
A. ribbon switch	
B. cylinder knobs	
C. space bar	
D. carriage release/lever	
E. front spacer	
The correct answer is optio	n [E]
4. How many "home row" ke	ys are there?

A FEORE				
A. 5				
B. 4				
C. 11				
D. 8				
E. 13				
The correct answer is	option [D].			
The eight (8) home row	v keys are: A, S,	D, F; L, K, J.		
5. The average speed or more words for an a			words per mir	nute to
A. 25 - 60				
B. 10 - 50				
C. 20 - 70				
D. 25 - 50				
E. 25 - 80				
The correct answer is	option [A].			
6. Which of these is NO	OT a type of bus	siness letter layou	ut?	
A. Fully-Blocked				
B. Indented				
C. Blocked				
D. Semi-Blocked				
E. None of the above				
The correct answer is	option [E].			
7. Which of these is NO	OT a part of a ty	pewriter?		
A. Margin release key				
B. Space bar				
S.				

C. Paper release lever
D. Table point
E. Tabulator bar
The correct answer is option [D].
There is no such thing as a table point.
8. Which of the following is important for a good typist?
A. The sitting position of the typist.
B. The speed of the typist.
C. The whiteness of the paper.
D. The type of typewriter.
E. All of the above.
The correct answer is option [A].
9. The act of 'touch typing' is
A. a quick touch of the keys to produce a letter
B. the ability to type with the eyes off the copy most of the time
C. the use of all fingers to type
D. the use of one finger to type
E. None o the above
The correct answer is option [B].
10. In the typewriter, what is the margin release key used for?
A. It is used for imprinting on the paper.
B. It is used to regulate the spacing, especially for a schedule which involves vertical lines.
C. It prevents the typing sheet from slipping over the carriage.

D. It guides the typing sheet firmly and smooth on.	ly on the platen while typing is going
E. It allows for typing beyond the set margin podepressed.	oints at either end of the line when
The correct answer is option [E].	
11. Which of these group of keys are on the left	hand side of the keyboard?
A. ASDF	
B. JKL;	
C. QWOP	
D. MNZX	
E. None of the above	
The correct answer is option [A].	
Co.	
12. The following types and sizes of typing shee typing written work, except the	ets can be used to produce good
A. A4	
B. graph paper	
C. A5 D. quarto	
E. foolscap	
The correct answer is option [B]	
13. The first commercially sold typewriter was in	vented in the year
A. 1865	
B. 1829	
5.1020	
C. 1967	
C. 1967	

14. Which of these parts of a typewriter	gives a warning sign?	
A. Carriage return lever		
B. Line space regulator		
C. Margin stop (right)		
D. Paper bail		
E. None of the above		
The correct answer is option [C].		
15. The average minimum typing speed	for any typist is	
A. 10 w.p.m		
B. 15 w.p.m		
C. 20 w.p.m		
D. 25 w.p.m		
E. 30 w.p.m		
The correct answer is option [D].		
16. The part of the typewriter that enabl machine, either to the right or left hand		ıе
A. carriage		
B. margin set		
C. line space regulator		
D. carriage release lever		
E. shift key		
The correct answer is option [D]		

The correct answer is option [A].

17. The "shift keys" are used when typing
A. small letters
B. capital letters
C. short sentences
D. spaces
E. None of the above
The correct answer is option [B].
18. In the typewriter, what is the margin stop used for?
A. It is used for turning the paper into position either upwards or downwards.
B. When depressed, it allows the carriage to move freely to the left and right.
C. It is used to regulate the depth of the spaces between the lines.
D. It is used to fix the point at which the lines of begin on the left and end on the right.
E. It is used to hold the paper firm.
The correct answer is option [D].
19. Which of these keys is NOT a "home row" key?
A. A
B. B
C. S
D. D
E.F.
The correct answer is option [B].
The eight (8) home row keys are: A, S, D, F, ;, L, K, J.
20. How many rows does the typewriter keyboard have?

A. Fifteen rows
B. One row
C. Four rows
D. Ten rows
E. Three rows
The correct answer is option [D]
21. For spacing while typing, we tap the space bar with the
A. small finger
B. right thumb
C. palm
D. fist
E. elbow
The correct answer is option [B]
22. When typing capital letters with the left hand,
A. the left shift key is depressed
B. the right shift key is depressed
C. both shift keys are depressed
D. the space bar is depressed
E. the "caplock" key is depressed
The correct answer is option [B].
23. The third row of the keyboard is called the
A. row three
B. middle row
C. top row
D. bottom row

E. home row		
The correct answer is op	otion [D].	
24. The keyboard is divid	ded into parts.	
A. 1		
B. 2		
C. 3		
D. 4		
E. 5		
The correct answer is op	otion [B].	
A keyboard is divided int	to two (2) parts: the left and right parts	; <u>.</u>
25. The keyboard is mad	e of	
A. metal		
B. stone		
C. steel		
D. plastic	LEST LEST	
E. ceramic		
The correct answer is op	otion [A].	
26. Always remember to	your typewriter after use.	
A. cover	ms.com	
B. lift		
C. hide		
D. open		
E. change		
The correct answer is op	otion [A]	

27. When the shorter	side of the pap	er is at the top, it is in th	ne position.
A. landscape			
B. portrait			
C. portscape			
D. perfect			
E. original			
The correct answer is	option [B].		
28. Which of these is	NOT a correct	position when typing?	
A. Straight wrists.			
B. Curved fingers.			
C. Straight back.			
D. Feet on floor.			
E. Straight finger.			
The correct answer is	option [E].		
29. In the typewriter,	what is the carr	iage return lever used fo	or?
A. It is used to hold t	he paper firmly.		
B. It is used to return	the carriage fro	om the end of a line.	
C. It is the 'V' axis, th	rough which the	e key strikes the ribbon,	to imprint on the paper.
	the typing shee	et firmly and smoothly o	n the platen, while typing
is going on.			
E. None of the above			
The correct answer is	s option [B].		
22.11	C.S.	×C	
		paper into the carriage.	
A. carriage release le	ever		
B. platen knob			

C. line space lever		
D. paper release lever		
E. margin release key		
The correct answer is option [D]		
31. What is the approximate size of AO pa	aper?	
A. 1178mm x 840mm		
B. One square meter		
C. Half a football field in millimeters		
D. Half of A2		
E. None of the above		
The correct answer is option [B].		
32. There are two main types of typewrite typewriters.	er. These are the and	XZICOL
A. black and white		
B. light and heavy		
C. manual and electric		
D. portable and manual		
E. electric and portable		
The correct answer is option [C]		
33. The second row of the keyboard is ca	alled the row.	
A. upper		
B. middle		
C. home		

D. bottom			
E. None of the abov	⁄e		
The correct answer	is option [C].		
34. The act of 'touch	n typing' involves		
A. a quick touch of	the keys to produce	a letter	
B. the using of all fir	ngers to type		
C. the ability to type	e without looking at t	he keyboard	
D. the using of one	finger to type		
E. None of the abov	re		
The correct answer	is option [C].		
35. The "home row"	keys are the keys	-	
A. that your fingers	should always return	to after reaching out	and
triking keys on the o	ther rows		
B. that your left fing the other rows	er should always ret	urn to after reaching c	out and striking keys or
C. that your right fir on the other rows	ngers should always i	return to after reachin	g out and striking keys
D. that are above th	e middle row keys		
E. All of the above			
The correct answer	is option [A].		
36. The keys on the	keyboard are arrang	ed in rows.	
A. 1	XSIGO		
B. 2			
C. 3			
D. 4			

E. 5			
The correct answer is option	[C].		
Upper, Home and Bottom row			
37. Which of these steps is No typewriter?	OT in the order wh	en correcting an er	ror on a
A. Move the carriage so that	the mistake is outs	side the type baske	t.
B. Turn up the paper so that	the error rests on t	the erasing table of	the carriage.
C. Return the roller to the line	e of typing and typ	e in the correction.	, est
D. Rub the thin liquid across	the mistake and al	low to dry.	
E. None of the above.			
The correct answer is option	[C].		
38. In the typewriter, what is the	he tabulator bar us	sed for?	
A. It is used to move the carripressed.	iage from left to rig	ght by one space ea	ach time it is
B. It is used to fix the point at right.	: which the lines of	begin on the left a	nd end on the
C. It guides the typing sheet on.	firmly and smoothl	y on the platen whi	le typing is going
D. It is used to prevent the ty	ping sheet from sli	ipping over the car	riage.
E. It is used to regulate the spand horizontal lines.	pacing, especially	for a schedule whic	h involves vertica
The correct answer is option	[E].		
39. In a typewriter, the part th	at is greased is ca	lled the	
A platen			

B. cylinder knob

C. carriage rail

D. space bar			
E. paper grip			
The correct answer is option [C]			
40. An elite typeface is a small size p	orint on the typewr	iter which has	·
A. 12 characters			
B. 14 characters			
C. 16 characters			
D. 18 characters			
E. 20 characters			
The correct answer is option [A]			
41. In the typewriter, what are the cyli	nder knobs used f	or?	
A. They are used for turning the pap	er into positions e	ither upwards or d	ownwards.
B. They are levers that when depress left and right.	sed allow the carri	age to be moved fr	reely to the
C. They are moveable arms, marked mounted.	with a typing scale	e, on which the pap	er grips are
D. They are small, black rubber roller to hold the paper firm.	s located around	the paper bail whic	h are used
E. They move the feeder rollers away	from the plate wh	nen pulled forward.	
The correct answer is option [A].			
42. The use of carbon paper is unnec	cessary in a typew	riter which has a _	egir.
A. keyboard			
B. line space regular			
C. margin release			
D. memory			
E. paper grip			

The correct answer is option [D]	
Choose the correct option.	
43. The first step to take when inserting	a paper for typing is
A. to take the sheet of paper in both ha	nds
B. to place the paper guide on zero	
C. to make sure the paper is white and s	straight
D. All of the above	
E. None of the above	
The correct answer is option [B].	
44. In typewriting, the is used whe	n a new line is to be started.
A. tabular	
B. type basket	
C. space bar	
D. ribbon switch	
E. carriage return lever	
The correct answer is option [E]	
45. The keyboard is divided into	parts.
A. the left and right	
B. the top and bottom	
C. four	
D. three	
E. None of the above	
The correct answer is option [A].	

4	6. The two common units of mea	sure for printing in	n the typewriter are _	and
. 250° A	A. dichrone and small			
E	3. silver and chrome			
(C. elite and continental			
[D. pica and continental			
E	E. pica and elite			
Т	he correct answer is option [E]			
4	7. In the typewriter, what is the p	aper guide?		
A	A. It is a lever used for turning the	e paper into positi	on either upwards or	downwards.
	3. It is a lever that when depresse ght.	ed allows the carri	age to move freely to	the left and
	C. It is a lever used to regulate th	e depth of the sp	aces between the lin	es.
	D. It is an adjustable guide used t nd end on the right.	o fix the point at v	which the lines of beg	gin on the lef
	E. It is an adjustable guide agains ositioned as it is inserted in the t		and edge of the pape	er is
ON T	he correct answer is option [E].	25.5		
4	8. One way a student can consei	rve paper while pr	acticing is by	
P	A. cutting the paper into equal pa	arts and using bot	h sides of each half	
×E	3. typing on both sides of the par	oer over and over	again	
(C. typing on both sides of the pa	per		
	D. typing on one side of the pape	er Ke		
Е	E. All of the above			
Т	he correct answer is option [C].			

49. The act of operating a typewri	ter without looking	at the keyboard is called	d
0311.			
A. simple			
B. easy			
C. touch			
D. off head			
E. tough			
The correct answer is option [C]			
50. Which of these steps is NOT in typewriter?	n the order when c	orrecting an error on a	
A. Move the carriage so that the r	mistake is outside t	he type basket.	
B. Turn up the paper so that the e	error rests on the e	asing table of the carriag	ge.
C. Lightly rub the eraser up and d	lown until the mista	ake is cleared.	
D. Return the roller to the line of t	typing and type in t	the correction.	
E. None of the above.			
The correct answer is option [E].			
	ALS IT		
51. The paper size 'A2' is four time	s the size	200	
A. AO			
B. A1			
C. A3			
D. A4			
E. A5			
The correct answer is option [D].			
The size of the next A-series pape	er is half the size of	the one before it.	
e com			

52. In the typewriter, what is the paper to	able?	
A. It is a resting ground for the typing sl carriage.	neet and prevents it from slippi	ing over the
B. It is a lever used for turning the pape	r into position either upwards o	or downwards.
C. It is an adjustable guide against whic positioned as it is inserted in the typewr		per is
D. It is a lever used to fix the point at whether ight.	nich the lines of begin on the le	eft and end on
E. It is a lever that when depressed allow right.	ws the carriage to move freely	to the left and
The correct answer is option [A].		
53. Which of these keys would you use t keyboard?	o type a fraction which is not le	ocated on your
A. Asterisks key		
B. At key (@)		
C. Underscore key		
D. Solidus key		
E. Hyphen key		
The correct answer is option [D].		
54. The backing sheet is used when typi	ng	
A. to prevent the paper from falling off		
B. to hold the paper firmly to the typewi	riter	
C. to prevent any damage to the cylinde	er (e)	
D. to improve the appearance of the type	oewritten work	
E. All of the above		
The correct answer is option [D]		
55. The part of a standard typewriter use characters and some punctuation marks	,	ecial

A. margin release key				
B. printing point				
C. platen				
D. shift key				
E. line spacing regulate	or			
The correct answer is c	ption [D]			
56. The first row of the	keyboard is calle	d the row.		
A. first				
B. upper				
C. home				
D. bottom				
E. None of the above				
The correct answer is o	ption [B].			
57. The is that paline.	art of the typewrit	er that when struc	k causes an exter	nsion of a
A. space bar	"62, 2".			
B. line indicator				
C. variable line spacer				
D. regulator				
E. margin release key				
The correct answer is o	ption [E]			
58. For the general clea	aning of the type	writer, the following	g are used, excep	t
A. kerosene				
B. grease				
C. engine oil				

D. methylated spirit				
E. lotion				
	ontion [F]			
The correct answer is	option [E]			
FO W/1: 1 (C)			0	
59. Which of these pa		ter nas a duai fun	ction?	
A. Carriage return lev	/er			
B. Margin stop				
C. Space bar				
D. Halt key				
E. Type basket				
The correct answer is	option [A].			
It serves as the carria	ge return lever	and line spacer.		
60. A typewriter in co	nstant use shou	ıld be serviced at	least ti	mes a yea
A. two				
B. three				
C. four				
D. five				
E. six				
The correct answer is	option [B]			
	·			
61. The typographer v	vas invented in t	the year		
61. The typographer v	vas invented in t	the year		
A. 1867	vas invented in t	the year		
A. 1867 B. 1829	vas invented in t	the year		
A. 1867 B. 1829 C. 1962	vas invented in t	he year		
A. 1867 B. 1829	vas invented in t	he year		

62. The mechanism with ink on it us	ed in a typewriter is the	
A. tabulator bar		
B. inker		
C. ribbon		
D. bother		
E. ink can		
The correct answer is option [C]		
63. Upper case characters refer to		
A. italics		
B. small letters		
C. underscore		
D. shift key		
E. capital letters		
The correct answer is option [E]		
64. Which of these words can be tyledepressed?	ped comfortably when the left :	shift key is
A. Link		
B. Ada		
C. Seyi		
D. Work		
E. None of the above		
The correct answer is option [A].		

65. A room where a gro	up of typists stay to carry	out their assignment	s is called a		
A. typing hall					
B. typing workshop					
C. typing pool					
D. typing center					
E. general office					
The correct answer is o	ption [C]				
	ast ^{sh}				
66. In the typewriter, wh	nat is the roller on the pap	per bail used for?			
A. It is used to prevent	the typing sheet from slip	oping over the carriag	e.		
B. It is used to adjust th	ne typing sheet.				
C. It guides the typing on.	sheet firmly and smoothly	on the platen while ty	yping is going		
D. It is an adjustable guide against which the left hand edge of the paper is positioned as it is inserted in the typewriter.					
E. It is used to fix the peright.	oint at which the lines of	begin on the left and o	end on the		
The correct answer is o	ption [C].				
67. Which of these prof typewriting?	essionals in their occupa	tions do not need the	skill of		
A. Doctors					
B. Secretaries					
C. Teachers					
D. Lawyers					
E. None of the above					
The correct answer is o	ption [E].				
Everybody needs the sk	kill of typewriting.				

CO Milaiah af thaga waya			الأعام العامات معالم مر	fe bassia - A		
68. Which of these word depressed?	s can be typed c	omfortably wne	n the right shif	rt key is		
A. Ada						
B. Jajio						
C. Kilo						
D. Lolo						
E. None of the above						
The correct answer is op	otion [A].					
When typing capital lette	ers with the left h	and, the right s	hift key is depr	essed and		
vice versa.						
69. Basically, the keys.	_ is a machine wh	nich can print le	tters on paper	s by means of		
A. keyboard						
B. piano						
C. typewriter						
D. computer						
E. photocopier						
The correct answer is op	otion [C].					
70. In the typewriter, what is the line space gauge or regulator used for?						
A. It is used for turning the paper into position either upwards or downwards.						
B. When depressed, it a	B. When depressed, it allows the carriage to move freely to the left and right.					
C. It is used to regulate	the depth of the	spaces betwee	en the lines.			
D. It is used to hold the	paper firm.					
E. None of the above.						
The correct answer is op	otion [C].					

71. The maximum average typing spec	ed for any typist is	w.p.m.
A. 40 and above		
B. 50 and above		
C. 60 and above		
D. 70 and above		
E. 80 and above		
The correct answer is option [C].		
72. Which of these groups contain th	e home keys?	
A. asdf: lkj		
B. asdf; lkg		
C. asdj; mkl		
D. asdf; lkj		
E. asdf; ikj		
The correct answer is option [D]		
73. Which of the following parts of a	typewriter is pressed do	own to produce the
desired letters on paper?		
A. Ribbon		
B. Tabular		
C. Space bar		
D. Keys		
E. Paper guide		
The correct answer is option [D]		
74. All of the following are required to	o clean and maintain a	typewriter, except
A. a clean duster		
B. water for sanitization		

C. a small hard brush for cleaning	dirty keys	
D. a small soft brush to clean off s	surface dust	
E. typewriter oil		
The correct answer is option [B]		
75. When getting ready to type, se for elite 04 A4 paper.	t the left hand margin at	for pica and
A. 20 and 25		
B. 25 and 20		
C. 10 and 10		
D. 25 and 10		
E. 20 and 30		
The correct answer is option [D]		
76. When typing, we leave a	after typing a dash.	
A. One space		
B. no space		
C. Two spaces	35	
D. Three spaces		
E. Four spaces		
The correct answer is option [A]		
77. All of the following are parts of	the typewriter, except the _	
A. carriage return lever		
B. printing point		
C. cylinder knob		
D. platen		
E. brake		

The correct answer is option [E] 78. How many spaces are given after typing a full stop in a document? A. 1 space B. 2 spaces C. 3 spaces D. 4 spaces E. 5 spaces The correct answer is option [A] 79. In the typewriter, what is the space bar used for? A. It moves the feed rollers away from the platen when pulled forward. B. It is used to fix the point at which the lines of begin on the left and end on the right. C. It guides the typing sheet firmly and smoothly on the platen while typing is going D. It is used to prevent the typing sheet from slipping over the carriage. E. It is used to give adequate spacing after each word while typing is going on. The correct answer is option [E]. 80. The paper size 'A4' is half of _ A. AO B. A1 C. A2

The correct answer is option [D].

D. A3

E. A5

The size of the next A-series paper is half the size of the one before it.

81. When the longer side	e of the paper is a	at the top, it is in the .	position.
A. landscape			
B. portrait			
C. perfect			
D. original			
E. None of the above			
The correct answer is or	otion [A].		
82. Which of these keys	is a "home row"	key?	
A. B			
B. C			
C.;F			
D. R			
E.P			
The correct answer is or	otion [C].		
The eight (8) home row	keys are: A, S, D,	F, ;, L, K, J.	
83. W.P.M stands for	·		
A. WORDS PER MINUTE			
B. WEST-AFRICAN PRO	DUCERS MOVE	MENT	
C. WORD PRINTING MA	NUSCRIPTS		
D. WRITING AND PRINT	ING MATERIALS		
E. None of the above			
The correct answer is or	otion [A].		
84. A fairly thick paper p	laced behind the	e typing sheet to impr	ove the appearance of
the typewritten work is o	called		

A. paper grip		
B. paper gauge		
C. paper scale		
D. backing sheet		
E. paper bail		
The correct answer is option [D]		
85. Which of these is odd?		
A. A5		
B. Octavo		
C. Quarto		
D. Fool scalp		
E. None of the above		
The correct answer is option [E].		
86. In the typewriter, what is the b	pack space used for?	
A. It is used to move the carriage pressed.	e from left to right by one space	e each time it is
B. It is used to fix the point at whi	ich the lines of begin on the lef	t and end on the
C. It guides the typing sheet firm on.	ly and smoothly on the platen v	while typing is going
D. It is used to prevent the typing	g sheet from slipping over the c	arriage.
E. It is used to give adequate spa	acing after each word, while typ	ing is going on.
The correct answer is option [A].		
87. Which of these group of keys	are on the right hand side of th	ne keyboard?
A. ASDF		
B.; JKL		

C. QWOP					
D. MNZX					
E. None of the above					
The correct answer is option [B].					
88. The tabulator bar is made up of bars.					
A.1					
B. 2					
C. 3					
D. 4					
E. 5					
The correct answer is option [C].					
89. In the typewriter, what is the paper release lever used for?					
A. It is used to prevent the typing sheet from slipping over the carriage.					
B. It guides the typing sheet firmly and smoothly on the platen while typing is going on.					
C. It is used to fix the point at which the lines of begin on the left and end on the right.					
D. It is used to adjust the typing sheet.					
E. It is an adjustable guide against which the left hand edge of the paper is positioned as it is inserted in the typewriter.					
The correct answer is option [D].					
Sales Care					
90. Using the size of characters, typewriters can be classified into two groups which are and					
A. electric and elite					
B. manual and electric					
C. manual and pica					

D. pica and computer		
E. pica and elite		
The correct answer is option [E]		
91. A bold printing which gives ten str	okes to 2.5cm in a typewriter i	s called
A. grap paper		
B. epic		
C. pica		
D. quarto		
E. space bar		
The correct answer is option [C]		
92. The earliest machine used for typ	ing is called	
A. computer		
B. typewriter		
C. typographer		
D. typography		
E. none of the above		
The correct answer is option [C].		
93. Which of these is NOT a part of the	ne keyboard?	
A. Space bar		
B. Back space key		
C. Platen		
D. Home keys		
E. None of the above		
The correct answer is option [C].		

94. The top part of the	typewriter that	moves from one s	ide to the other	is called the
A. cylinder				
B. carriage				
C. paper guide				
D. space bar				
E. shift key				
The correct answer is o	ption [B]			
	-070			
95. The bi-chrome ribbo	on is so named	because it		
A. is strong				
B. is absorbent				
C. looks beautiful				
D. is made of chromoso	omes			
E. has two colours	, e5 ^{t5}			
The correct answer is o	ption [E]			
96. The parts of a typev	vriter include al	l of the following, e	except the	
A. motion bar				
B. space bar				
C. carriage return leave	er (CO)			
D. paper table				
E. printing point				
The correct answer is o	ption [A]			

- 97. What is the platen in a typewriter?
- A. It is the roller around which the typing paper is held.
- B. It is the 'V' axis, through which the key strikes the ribbon, to imprint on the paper.
- C. It is a set of 3 bars, used to regulate the spacing, especially for a schedule which involves vertical lines.
- D. It is a resting ground for the typing sheet and prevents it from slipping over the carriage.
- E. None of the above.

The correct answer is option [A].

- 98. The Central Processing Unit (CPU) of a computer is also called ______
- A. a reader
- B. a processor
- C. a mouse
- D. a writer
- E. an informer

The correct answer is option [B]

- 99. In the typewriter, what is the paper bail bar?
- A. It is an adjustable guide that releases the paper from the platen so that you do not have to turn the platen to remove the paper.
- B. It is a horizontal bar across the platen with a number of small rollers to hold down the paper.
- C. It is an adjustable guide against which the left hand edge of the paper is positioned as it is inserted in the typewriter.
- D. It is used to fix the point at which the lines of begin on the left and end on the right.
- E. It is a lever that when depressed allows the carriage to be move freely to the left and right.

is necessary to facilitate speed.
g to

103. The part of the typewriter that is	responsible for tabula	ating work is called the
<u></u>		
A. space bar		
B. tabular		
C. line bar		
D. line space regulator		
E. home key		
The correct answer is option [B]		
104. Where capital letters are to be c must use the	ontinuously typed on	a document, the typist
A. shift key		
B. paper guide		
C. margin release lever		
D. shift lock margin		
E. platen		
The correct answer is option [A]		
X.		
105. Which of these is NOT a way of o	caring for the typewrite	er?
A. Operate the typewriter parts only	as instructed.	
B. Dust the outside body of the mach	hine after use.	
C. Cover the machine at the end of t	the day to avoid dirt.	
D. Erase errors over the type basket	such that the eraser of	rumbs fall into the basket.
E. None of the above.		
The correct answer is option [D].		
106. What is the printing point in a typ	pewriter?	
A. It is the 'V' axis through which the	key strikes the ribbon	to imprint on the paper.

B. It is a resting ground fo carriage.	r the typing she	eet and prevents it	from slipping over	the
C. It is a lever which guide typing is going on.	es the typing sh	eet firmly and smoo	othly on the platen	while
D. It is a set of 3 bars, use involves vertical lines.	d to regulate th	ie spacing, especia	lly for a schedule v	vhich
E. None of the above.				
The correct answer is option	on [A].			
107. In typewriting, the	is used whe	en a new line is to b	e started.	
A. tabulator bar				
B. carriage return lever				
C. space				
D. type basket				
E. ribbon switch				
The correct answer is option	on [B]			
108. The first step to take v	when removing	paper after typing	is to	
A. make the sheet of pape	er to be in both	hands		
B. place the paper guide o	on zero			
C. make sure the paper is	white and strai	ght		
D. all of the above				
E. none of the above				
The correct answer is option	on [B].			
109. The typewriter is a ma	chine used in _	×62,		
A. printing letters on pape	er			
B. duplicating papers				
C. photocopying paper				

D. making an artistic impression			
E. displaying graphics			
The correct answer is option [A]			
110. Which of these keys is a "ho	me row" key?		
A. J			
B. B			
C. C			
D. E			
E. Y			
The correct answer is option [A].	a street		
The eight (8) home row keys are	: A, S, D, F, ;, L, K, J.		
111. The type of paragraph where known as the	all lines start at the sa	ame point on th	e left margin is
A. indented paragraph			
B. hanging paragraph			
C. blocked paragraph	255°		
D. semi-blocked paragraph			
E. None of the above			
The correct answer is option [C]			
112. The typist's finger tips should	d return and rest on th	ne before	e and after
typing.			
A. home keys			
B. platen			
C. carriage			
D. space bar			

E. type basket				
The correct answe	er is option [A]			
	ORT.			
113. How many typ	ing spoons has the ty	pewriter?		
A. 5 spoons				
B. 2 spoons				
C. 12 spoons				
D. 20 spoons				
E. 15 spoons				
The correct answe	er is option [D]			
114. The size of the	e next A-series paper	is the size of	the one befor	re it.
A. 1/2				
B. 3/4				
C. 1/4				
D. 1/8				
E. None of the ab	ove			
The correct answe	er is option [A].			
115. In the typewrit	ter, what is the carriag	ge release lever us	ed for?	
A. It is used for tu	ırning the paper into p	oosition either upv	vards or down	ıwards.
B. When depresse	ed, it allows the carria	ge to move freely	to the left and	d right.
C. It is a moveable mounted.	e arm, marked with a	typing scale, on wl	nich the pape	r grips are
D. It is a small, bla	ack rubber roller locat	ed around the par	oer bail to hol	d the paper

E. It is used to move the feeder rollers away from the plate when pulled forward.

The correct answer is option [B].

116. The order in which man first recorded his ideas and messages was ______

A. paper-stone-leather

B. stone-paper-leather

C. leather-stone-paper

D. stone-leather-paper

E. paper-leather-stone

The correct answer is option [D].