

**SECTION A: (40 marks)**

*Answer ALL questions from this section in the spaces provided.*

1. Outline **four** functions of an office. (4 marks)

(i) \_\_\_\_\_  
\_\_\_\_\_

(ii) \_\_\_\_\_  
\_\_\_\_\_

(iii) \_\_\_\_\_  
\_\_\_\_\_

(iv) \_\_\_\_\_  
\_\_\_\_\_

2. State **four** security measures of protecting material stores. (4 marks)

(i) \_\_\_\_\_  
\_\_\_\_\_

(ii) \_\_\_\_\_  
\_\_\_\_\_

(iii) \_\_\_\_\_  
\_\_\_\_\_

(iv) \_\_\_\_\_  
\_\_\_\_\_

3. (a) Explain the term **project management**. (2 marks)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) Highlight **three** reasons why project planning is carried out. (3 marks)

(i) \_\_\_\_\_  
\_\_\_\_\_

(ii) \_\_\_\_\_  
\_\_\_\_\_

(iii) \_\_\_\_\_  
\_\_\_\_\_

4. Distinguish between **demand** and **supply** as used in economics: (4 marks)

(i) demand;  
\_\_\_\_\_  
\_\_\_\_\_

(ii) supply.  
\_\_\_\_\_  
\_\_\_\_\_

5. Highlight **four** characteristics of a sound motivational system. (4 marks)

(i) \_\_\_\_\_  
\_\_\_\_\_

(ii) \_\_\_\_\_  
\_\_\_\_\_

(iii) \_\_\_\_\_  
\_\_\_\_\_

(iv) \_\_\_\_\_  
\_\_\_\_\_

6. Explain **four** types of power that a leader can use in an organization.

(4 marks)

- (i) \_\_\_\_\_  
\_\_\_\_\_
- (ii) \_\_\_\_\_  
\_\_\_\_\_
- (iii) \_\_\_\_\_  
\_\_\_\_\_
- (iv) \_\_\_\_\_  
\_\_\_\_\_

7. Discuss **four** functions of money.

(4 marks)

- (i) \_\_\_\_\_  
\_\_\_\_\_
- (ii) \_\_\_\_\_  
\_\_\_\_\_
- (iii) \_\_\_\_\_  
\_\_\_\_\_
- (iv) \_\_\_\_\_  
\_\_\_\_\_

9. Describe **three** types of project evaluation.

(3 marks)

- (i) \_\_\_\_\_  
\_\_\_\_\_
- (ii) \_\_\_\_\_  
\_\_\_\_\_
- (iii) \_\_\_\_\_  
\_\_\_\_\_

9. (a) Explain the meaning of the term **project implementation**. (2 marks)
- \_\_\_\_\_
- \_\_\_\_\_
- (b) Highlight **four** reasons for involvement of community participation in project management. (4 marks)
- (i) \_\_\_\_\_
- \_\_\_\_\_
- (ii) \_\_\_\_\_
- \_\_\_\_\_
- (iii) \_\_\_\_\_
- \_\_\_\_\_
- (iv) \_\_\_\_\_
- \_\_\_\_\_
10. State **two** reasons for filing office documents. (2 marks)
- (i) \_\_\_\_\_
- \_\_\_\_\_
- (ii) \_\_\_\_\_
- \_\_\_\_\_

**SECTION B: (60 marks)**

*Answer ALL questions from this section.*

11. (a) Describe **five** main features of fixed Deposit account. (10 marks)
- (b) Summarize **five** main advantages of Management By Exception (MBE). (10 marks)
12. (a) Describe **five** benefits of a Saving and Credit Co-operative Society (SACCO) to its members. (10 marks)
- (b) Draw **five** differences between administration and management. (10 marks)
13. (a) Explain **four** unsatisfactory features of Agricultural Production in Kenya. (8 marks)
- (b) Highlight **six** sources of project ideas in development. (12 marks)