

ENTREPRENEURSHIP PROJECT REVISION QUESTIONS S.4 2022

ENTREPRENEURSHIP PAPER ONE S.4 REVISIONAL QUESTIONS ON PROJECT MANAGEMENT.

1. You have mobilized some savings during one of your long-term holidays and setup small restaurant.

- a). Write an apology letter to one of your customers to whom you supplied with expired food.
- c). Write a notice informing your customers about changes made in the daily menu of the restaurant
- d). Write a memo to your customers informing them about changes in prices of food.

e). Write a report to be submitted to your general manager reporting the discoveries made about the causes of decline in the sales of the restaurant.

ii) Explain any four forms of visual communication you will use to communicate to your business customers.

f) Write a letter to your L.C 1 chairman seeking for permission to open up a restaurant in his area.

h). Present the techniques your business will use to handle difficult customers

ii) Present the techniques to be used when collecting overdue accounts

iii) Present the techniques to be used when bargaining products with business customers.

I) Explain any five forms of written communication which your business will use when communicating to business customer.

2.Qn. You have mobilized some savings and set up a small business dealing in production of snacks.

a). Write an inquiry to your supplier of raw materials and inputs.

b) Prepare a purchase to one of your suppliers of packaging materials

.c).i. Design an invoice for business use.

ii) Prepare a delivery note indicating goods delivered to one of your business customers.

d).i). Prepare a stock card for your business project indicating different inventories

ii) Explain the factors you will consider when selecting business suppliers for materials.

- e) Explain the factors you will consider when handling machinery and equipment.
- h) Present the guidelines to followed by employees to ensure quality production.
- I)Prepare a statement of account to be issued to one of your customers for the previous month.
- ii)Prepare quotation for your business project.
- j)i prepare a credit note to be issued to one of your customers.
- ii) Develop the tools you will use to manage inventories
- k)State the business ethics to be observed by your business project.

3.Qn. You would like to get a loan from the bank to set up a carpentry workshop.

- a)Describe the information you will obtain when conducting market survey/market research
- b)design** a market survey guide for your business project to be used when conducting market survey guide.
- c.Draw it market flow chart to be used when distributing products.
- d.Design customer opinion form for your business.
 - i). Describe the information you will obtain when conducting market survey.
 - e)i). Describe any five books of accounts you will maintain in your business.
 - ii) Explain the benefits your business will enjoy after taking business records
 - iii) Explain any four users of your business records.
 - f) how business cash will be managed
 - ii)Prepare a petty cash voucher to be used for petty cash expenses.
 - ii)Present the guidelines to be followed to promote good customer care.
 - h) explain the methods you will use to price business products.
 - I)Develop the loan management policy to be followed.

4.Qn. Your Entrepreneurship club plans to start a canteen business in the school next year.

- a). Identify any five sources of finance for the business.
- b). State any five;
 - i. pre-operational,
 - ii. Administrative expenses that will be incurred by the business.
- iii)Working capital expense
- c). Prepare i)Pre-operating expense budget
 - ii)administrative expense budget.
- d)how will minimize business expenses.

ii) Identify any three examples of indirect costs incurred by your business

5. After O-level you and a few of your classmates have decided to acquire a loan of Shs 10,000,000 to start a second hand shoe partnership. This loan has been charged with an interest of 2% to be paid in five years with 5 equal installments from equity bank.

- a) Draft a partnership agreement/deed for your business.
- b) Explain the circumstances that may lead to dissolution of your partnership business.

ii) Outline the steps you will follow to insure your business project.

- d) Explain the sources where your business will get credit worthiness of customers.

- e) i. Design share certificate to be issued to the shareholders of the business

ii. What are the advantages and disadvantages which your business will enjoy as a partnership business.

- f) Explain any five types of i) direct taxes and indirect taxes paid by your business project.

- h) Prepare its loan repayment schedule.

6. You own a grain milling factory and UMTA Children rehabilitation home has granted you a contract to supply flour.

- a) Prepare terms and conditions to be included in the contract.

- b) Under what circumstance will terminate your contract.

- c) Describe the major source documents you will maintain in your project.

ii) Explain the factors you will consider when selecting packaging materials for business project.

- d) Develop i) marketing plan

- ii) production plan.

- iii) general description

- iii) organization plan

- iv) financial plan

- iv) Action plan

- e) Explain the types of business personnel that will be employed by your business project.

ii) Design SWOT analysis chart for your business project.

- f) What is the contribution of the community to your business project.

- g) i. How will you handle credit sales

- ii) Under what circumstance will sell goods on credit.

7. You are operating juice processing business.

- a) Explain the business laws that will be followed by your business.

- b) Design an organization chart to be used in your business

- c) Explain any five examples of insurable risks

- d) In what ways do your business affect the natural environment
- e) Explain the management tasks/roles/functions you will perform as a manager
- f) what area the unethical behaviors your business can exhibit towards;
- i)Customers
- ii) employees
- iii) government.
- h) Mention any five examples of business risks which your business can face.
- ii)how will manage business risks mentioned above.
- j) Design a suitable advert to advertise your products.

8.You own a carpentry workshop

- a) Design a communication flow chart for your business project
- b) Design plant layout for your business project
- c)What are the effects of your business on the natural environment
- d)Design a share certificate for your business project
- e)Write up a business startup process for your business project.
- d)E explain the factors you will consider when selecting raw materials for your project
- e)Design i)job description
 - ii)Job specification for business project.

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