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**MINISTRY OF BASIC AND SECONDARY EDUCATION
BASIC EDUCATION CERTIFICATE EXAMINATION (BECE)**

BUSINESS STUDIES

TIME ALLOWED: 1 HOUR, 30 MINUTES

INSTRUCTIONS TO CANDIDATES

PLEASE DO NOT OPEN THIS BOOKLET UNTIL YOU ARE TOLD TO DO SO. WHILE WAITING, READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

1. Write your Centre and Examination Numbers, Name, the Name of your School and the Subject in the spaces provided on the Answer Sheet.
1. Read each question carefully before answering it.
2. **DO NOT** waste time on any question; if you find one difficult, go on to others and finish them before you come back to the difficult one(s).
3. Please, work completely on your own. **Remember, Examination Malpractice is a serious criminal offence, do not be involved.**

BUSINESS STUDIES
SECTION A: OBJECTIVE

- 1 Shorthand simply means the ____ of representing spoken sounds by written sign
A. action
B. art
C. activity
D. activist
- 2 A vowel that comes before a consonant must be placed _____ the consonant
A. after
B. Before
C. behind
D. on
- 3 The down-ward "h" is used when "h" is _____ (i) followed by k (ii) the only consonant (iii) followed by g
A. I, II and III
B. I and II only
C. II only
D. I and III only
- 4 Which of these is not an example of double consonant?
A. pel
B. bel
C. ster
D. per
- 5 In shorthand, words are written according to their _____.
A. signs
B. sounds
C. spelling
D. meaning
- 6 Consonants are easily joined _____.
A. by dragging the pen
B. shifting the pen
C. Without lifting the pen
D. lifting the pen
- 7 In shorthand, vowels are represented _____ and dashes.
A. full stop
B. hooks
C. dots
D. hyphen
8. The business organizations responsible for forwarding of letters is known as _____.
A. appointment
B. couriers
C. data
D. Permanent

9. The Following are the duties of a receptionist EXCEPT _____.
- A. receiving calls
 - B. handling phone calls
 - C. Keeping visitor records
 - D. paying staff salaries
10. The role of recruitment and training un... company is performed by _____ .
- A. account department
 - B. personal department
 - C. store department
 - D. works department
11. In an office, the word use to encourage workers to put in more effort is _____
- A. beside
 - B. motivation
 - C. lazy
 - D. sorry
12. An office equipment use for creating on a paper for filling is called _____.
- A. calculator
 - B. perforator
 - C. staplers
 - D. Sharpeners
13. The second step in handing of incoming mails is _____.
- A. tearing letters
 - B. opening of official letters
 - C. sending letters
 - D. quick dispatch of letters
14. Filing cabinet is used for the storage of _____.
- A. document
 - B. goods
 - C. items
 - D. products
15. A telephone calls from someone in Kaduna to another person in Asaba is called _____.
- A. adjournment call
 - B. local call
 - C. monumental call
 - D. perfect call
16. _____ is the document use for evidence of payment
- A. card
 - B. Certificate
 - C. receipt
 - D. promotion

17. The trade between one country and another is known as _____ trade.
- A. foreign
 - B. home
 - C. local
 - D. wholesale
18. The act of making goods and providing service that satisfy the needs of people is called _____.
- A. construction
 - B. extractive
 - C. industry
 - D. production
19. Land, labour, capital and entrepreneur are known as _____
- A. factors of distribution
 - B. factor of industry
 - C. factors of labor
 - D. factors of production
20. The profit of a cooperative society is shared according to _____ .
- A. amount of sales made
 - B. capital contributed
 - C. Members purchase
 - D. loan and overdraft
21. A person who has shares in a company is called .
- A. director
 - B. manager
 - C. owner
 - D. shareholders
22. Which of the following allows buyers and sellers to trade without having physical contact?
- A. e-banking
 - B. commerce
 - C. e-marketing
 - D. stock broking
23. A place where exchange of goods and services is done between buyers and sellers be called _____.
- A. bank
 - B. internet
 - C. market
 - D. shop
24. Shares, debentures, stock are instruments traded in _____.
- A. Capital market
 - B. central market
 - C. money market
 - D. mammy market

25. The end point in channel of distribution is the _____ .
A. consumer
B. manufacturer
C. middlemen
D. retailer
26. A written order to a bank to pay a specified sum of money to a bearer is _____.
A. bank order
B. cheque
C. legal tender
D. transfer
27. A cheque with two parallel lines drawn across it is, known as _____ cheque.
A. crossed
B. marked
C. Open
D. stale
28. Trade is the act of _____ and _____ of goods and services.
A. buying, importing
B. buying and exporting
C. buying and selling
D. selling and exporting
29. The movement of people, goods and raw materials from one place to another is called _____
A. advertising
B. communication
C. Transportation
D. tourism
30. The transfer of information, ideas, and opinions from one person to another is known as _____.
A. advertising
B. banking
C. communication
D. tourism
31. The paper used for typing is called _____.
A. typing book
B. typing set
C. typing sheet
D. typing colour
32. The best way of maintaining the typewriter is to
A. dean, cover, spray and type
B. dean, dust, cover and type
C. dean, lock and cover
D. lock, cover, type and write

33. To move the machine from one position to another it is advisable to ____ .
A. lock the machine
B. set the margin
C. insert the paper
D. depressed the shift
34. At the end of the day's work, the typewriter should be _____.
A. covered
B. exposed
C. move to the left
D. oiled
35. The carriage return lever moves the paper up to provide _____ for typing.
A. additional paper
B. carbon paper
C. new line
D. new material
36. What does the correction sign # means?
A. Insert, comma
B. Insert, full stop
C. New paragraph
D. Space
37. One of the following paper enables us to produce more than one copy of the same document at a time
A. Filsy
B. Carbon
C. card board
D. Stencil
38. The sounding of bell in the typewriter during typing indicates _____.
A. error
B. omission
C. overtyping
D. the end
39. A standard paper commonly used in typing of document using the typewriter is known as _____.
A. A1
B. A2
C. A4
D. A6
40. The row where the eight fingers are placed before typing begins is called _____ keys.
A. house key
B. home key
C. home master
D. hamo key

41. Space bar is used to make the carriage
A. backwards
B. forwards
C. to the left
D. to the right
42. A letter within an organization is known as any one of the following.
A. handout
B. memorandum
C. memography
D. postcards
43. What is the meaning of N.P in printer. ••• tion sign?
A. new parts
B. new paper
C. new paper
D. new paragraph
44. When typing you should look at _____.
A. the keyboard
B. people around
C. the manuscript
D. the time
45. The extra paper inserted into the type writer before one starts typing is called
A. typing sheet
B. backing sheet
C. original paper
D. carbon paper
46. The technical name for the exchange of goods for money is called _____.
A. accounting
B. discounting
C. ordering
D. transaction
47. The major principle of bookkeeping is that the giver is _____.
A. credited
B. debited
C. posted
D. recorded
48. A document issued as an evidence of payment is called _____.
A. Cheque
B. credit note
C. debit note
D. receipt

49. The journal is regarded as a subsidiary book of account because it is a book of _____
- A. Current event
 - B. junior entry
 - C. original entry
 - D. secondary entry
50. A document which contains the daily record of business transaction is _____.
- A. journal
 - B. imprest system
 - C. invoice
 - D. ledger
51. The specific amount of money given to the petty cashier monthly to carry out petty expenses is known as _____.
- A. deposit
 - B. credit
 - C. cash
 - D. imprest
52. All the entries made in the journal are transferred to _____
- A. cash book
 - B. double entry system
 - C. receipt
53. Which one of the following is the correct order of the column,..... column cash book?
- A. Date, Folio, particulars, bank, cash
 - B. Date, folio, particulars, cash bank
 - C. Data, particulars, bank, cash, folio
 - D. Date, particulars, folio, cash, bank
54. Which of these is a ledger account?
- A. Cash book
 - B. Sales journal
 - C. Debit note
 - D. Credit note
55. The abbreviation B/F in a ledger stands for _____
- A. fought forward
 - B. bring forward
 - C. bring fully
 - D. brought forward
56. Opening stock plus purchases, less closing stock is equal to _____.
- A. cost of goods sold
 - B. gross profit
 - C. net profit
 - D. purchases

57. All the properties owned by a business is called _____ .
- A. Capital
 - B. goodwill
 - C. assets
 - D. liabilities
58. The liabilities of a company means
- A. all the people who are owing the company
 - B. all that the company has to its credit
 - C. the shares of the company
 - D. all debts that the company owes
59. What is the net sales if total sales is ₦400, sales returns ₦100 and sales discount is ₦100?
- A. ₦100
 - B. ₦200
 - C. ₦300
 - D. ₦400
60. One item that is NOT found in trading account is _____.
- A. Cost of goods sold
 - B. Gross profit
 - C. Net profit
 - D. Opening stock

THEORY

INSTRUCTION: Attempt four questions. All questions carry equal marks. Credit will be given for clear and orderly presentation of facts.

- 1 a. Define production and list two factors of production.
 b. Give their reward in a tabular form

2. Explain the following types of ledger , account
 - i. Real account
 - ii. Personal account
 - iii. Nominal account
 - iv. Impersonal account

- 3 a. What is office equipment?
 b. List any four equipment found in: an office

- 4 a. What do you understand by the term department?
 b. List any four department in an organization, 1 mark each for any four listed

5. Write short notes on the following:
 - i. Diphthong
 - ii. Triphone

BUSINESS STUDY PRACTICAL

- 1a. Write out four various paper Sizes
- b. Name of the two paper sizes commonly used in Nigeria

- 2a. Outline the right and left home keys
- b. Mention the correct sitting position when typing

SHORTHAND

3. Transcribe the following into shorthand
 - i. Pay
 - ii. Day
 - iii. Monday
 - iv. Joy
 - v. The Date

SECTION A

1. B 11. B 21. D 31. C 41. B 51. D
2. B 12. B 22. B 32. C 42. B 52. C
3. A 13. B 23. C 33. A 43. D 53. D
4. C 14. A 24. A 34. A 44. C 54. A
5. B 15. B 25. A 35. C 45. B 55. D
6. C 16. C 26. B 36. D 46. D 56. A
7. C 17. A 27. A 37. B 47. A 57. C
8. B 18. D 28. C 38. D 48. D 58. D
9. D 19. D 29. C 39. C 49. C 59. B
10. B 20. B 30. C 40. B 50. A 60. C

SECTION B (THEORY)

1a. Production can be defined as the process of transforming resources into finished products in the form of goods and services in order to satisfy human wants and needs. OR Production be defined as the conversion of raw materials into finished goods, the distribution of goods, and the rendering of services to satisfy human wants and needs. There are four factors of production and they are land, capital, labour, and entrepreneur.

b.

No	Factor of production	Reward
1.	Land	Rent
2.	Capital	Interest
3.	Labour	Wage or salary
4.	Entrepreneur	Profit

2i. A real account is a class of account that is set aside for the recording of both tangible and intangible assets owned by a business. Examples include machinery account and copyright account,

ii. A personal account is a class of account that is kept for creditors and debtors of a business. Personal accounts, thus, enable a business to track amounts that are expected from different debtors and payable to different creditors. Examples are AB Ventures account and Tega account.

iii. A nominal account, which is also called fictitious account, is a class of account that is kept for recording expenses, losses, income, and gains. Examples of are electricity account and discount received account.

iv. An impersonal account is an account that is not held in the name of a person. It includes every nominal and real account. Examples are rent account and profit or loss account.

3a. Office equipment refers to the mechanical or electrical items that are used to facilitate operations in an office. It refers to tools, machines, stationery, furniture, consumables, and every other item that is used to achieve one or more objectives in an office.

- b. i. Computer ii. File cabinet iii. Photocopier
- iv. Printer v. Scanner vi. Stapler
- vii. Perforator viii. Calculator ix. Desk
- x. Telenhne

4a. Department is a term that refers to a division into which a business organisation is broken down to handle a clearly distinct or specialised aspect of the organisation.

b. *Departments in an organisation*

- i. Administrative department
- ii. Sales department
- iii. Purchase department
- iv. Accounting and finance department
- v. Marketing department
- vi. Advertising department
- vii. Transport department
- viii. Personnel department
- ix. Public relation | :department
- x. Stores department.

3. i. Pay
- ii. Day
- iii. Monday
- iv. Joy
- v. The date