



EXAMINATIONS COUNCIL OF ZAMBIA
JUNIOR SECONDARY SCHOOL LEAVING EXAMINATION (GRADE 9) – 2020

Business Studies 609/1

Specimen

(INTERNAL & EXTERNAL CANDIDATES)

Time: 2 hours and 30 minutes

Marks: 100

Instructions to candidates

- 1 There are **three (3)** sections in this paper, Sections **A, B** and **C**.
- 2 Answer **all** the questions
- 3 All answers for this examination must be written in the **Answer Booklet** provided.
- 4 **Section A.** Four suggested answers are given **A B C** and **D** choose the best one and show it in the space provided by marking on it with a cross (**X**)

For example if the answer is **D**

A	B	C	D
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Section B and C: Write the answers in the Answer Booklet provided

- 5 You are given ten (10) minutes to write your **name, candidate number, school/centre name** and **code** on the Answer Booklet and read through the paper
- 6 Do not start writing until you are told to do so

Information for Candidates

Non programmable calculators may be used

Cell phones are not allowed in the examination room.

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO.

SECTION A

Answer all the questions in this section in the answer booklet provided by putting a cross (x) on the letter you have chosen as your answer.

- 1 An online office can also be known as _____ office.
A a closed
B an open
C a lateral
D a virtual
- 2 The filing of documents according to places is known as _____.
A Alphabetical.
B Geographical.
C Numerical.
D Subject.
- 3 Which type of business is owned and controlled by it's members who are also customers of the business?
A Sole Trader
B Partnership
C Cooperative
D Company
- 4 A _____ shows the financial position of an organisation.
A Balance Sheet
B Balanced Sheet
C Business Sheet
D Business Plan
- 5 A machine which is used for arranging papers in their correct order is called a _____.
A shredder.
B computer.
C guillotine.
D collator.
- 6 An exchange of 4 books for one calculator is known a _____ transaction.
A bank
B barter
C cash
D credit

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- 7 The Business Document which gives an approximate cost of a job is known as ...
- A a catalogue.
 - B an estimate.
 - C a quotation.
 - D a tender.
- 8 Which of the following is a source document for small cash transactions?
- A Cash Sale Slip
 - B Cheque
 - C Cheque stub
 - D Petty Cash Voucher
- 9 The Subsidiary Book for assets bought on credit for resale are recorded in a ...
- A Cash Book.
 - B General Journal.
 - C Purchases Journal.
 - D Sales Journal.
- 10 Which of the following is classified as a Real Account?
- A Motor Vehicle Account
 - B Motor Expenses Account
 - C Office Expenses Account
 - D Stationary Account
- 11 A customer's personal Account is recorded in a ... Ledger.
- A Creditors
 - B Debtors
 - C General
 - D Nominal
- 12 Chandwe's Books of Accounts showed the following: Net loss K2 000.00; Drawings K1 500.00, Closing Capital K4 500.00. Calculate the Opening Capital.
- A K4 000.00
 - B K5 000.00
 - C K6 000.00
 - D K8 000.00

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- 13** Mapulanga is entitled to a Basic Pay of K4 500.00 and Housing Allowance of K500.00, the PAYE contribution is K250.00. Calculate the Net Pay.
- A** K5 250.00
 - B** K5 000.00
 - C** K4 750.00
 - D** K3 750.00
- 14** The method of investment known as a "debt security" is called
- A** a bond.
 - B** an entrepreneurship.
 - C** farming.
 - D** a share.
- 15** A Financial institution which specialises in provision of banking services to low income groups or individuals is called a
- A** Bureau de Change.
 - B** Building Society.
 - C** Commercial Bank.
 - D** Micro Finance Company.
- 16** A ... allows one to send a telegram message through a Telephone Operator.
- A** fascimile
 - B** phonogram
 - C** radio message
 - D** telex
- 17** What do the letters ".com" stand for?
- A** Common Organisation
 - B** Community Organisation
 - C** Commerical Organisation
 - D** Company Organisation
- 18** Kalenga is an honest hardworking and trustworthy worker which office etiquette does Kalenga possess?
- A** Responsibility
 - B** Reliability
 - C** Loyalty
 - D** Courtesy

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- 19 A business organisation can be analysed by its strengths, weaknesses, Opportunities and Threats. Which statement shows the strength of a business?
- A The entry of a new competitor.
 - B An increase in the number of customers.
 - C The good quality of a product.
 - D The poor quality of a product.
- 20 BMO company pays its employee's salaries directly into Employee's bank accounts. Which banking service does it use?
- A Bank Transfer
 - B Credit Transfer
 - C Direct Debit
 - D Standing Order

[20 marks]

SECTION B

Answer all the questions in this section. Write your answers in the Answer Booklet in the spaces provided.

- 1 (a) Arrange the following in Chronological order.
- (i) Received a promotion letter for Asutana on 20 May 2018 [1]
 - (ii) Received a Bank Statement from BDA Bank on 1 May 2018 [1]
 - (iii) Received a Transfer letter for Chaudhary 14 May 2018 [1]
 - (iv) Received a Retirement letter for Zimba on 10 May 2018 [1]
- (b) Use the word list to answer the questions below.
- Word list**
Facsimile, Telex, Franking, Post boxes, Internet, Free post
- (i) GMR Company usually posts its company information such as pictures of the goods it makes and videos of how the goods are made. Which Telecommunication service does it use? [1]
 - (ii) The Registry Clerk of TM University usually sends mails to students with postal impressions instead of Postal stamps which postal service is used? [1]
- (c) State whether the following statements are True or False.
- (i) A salary is calculated according to the hours worked by a worker. [1]
 - (ii) A net pay is the amount one gets after deductions. [1]
 - (iii) A wage is paid to unskilled workers. [1]
 - (iv) A time card shows the amount of money one should get at the end of the month. [1]

[Total: 10 marks]

[Turn over]

- 2 (a) Chulu works as a stores officer for BMK Zambia Ltd and on 20th September 2018, the following goods were received which were in good condition from KMD Enterprises Ltd.
- 10 boxes of washing soap, Reference No 145
20 Reams of paper, Reference No 160.
- Required to:**
- Fill in a Goods Received Note. [5]
- (b) M & M Dealers discovered that the Invoice Note that was sent to J & D Enterprise LTD on 3rd November 2018 was undercharged for two items which were on the Invoice Note.
- 2 × 50kg bags of maize at K150.00 each.
3 × 20kg bags of groundnut at K50.00 each.
- Required to:**
- Fill in the Debit Note [5]

[Total: 10 marks]

- 3 (a) Match the items in Column A with those in Column B.

Column A	Column B
(i) Executive Summary	(i) Shows the total Capital to invested in the business.
(ii) Form of Business	(ii) Contains information of start up costs and operational costs.
(iii) Marketing Plan	(iii) Shows the type of business organisation.
(iv) Financial Plan	(iv) Gives a general description of the business plan's contents.
(v) Required Capital	(v) Describes the products or services the business will sell.

[5]

- (b) The following information relates to Likuwa for the month of March 2018.

	K	N
Salary	4 000.00	
Rentals Received	2 000.00	
Food and Groceries	3 000.00	
General Expenses	1 500.00	

Required:

Prepare Likuwa's budget for the Month. [5]

- (c) JVB Bank Ltd issued a Debit Card to Chikwenda N. which contained the following information: Card Number 2600 4195 0010, valid from 1/01/2018 and expires on 26/01/2030.

Required:

Fill in the Debit Card [5]

[Total: 15 marks]

SECTION C

Answer all questions in this section in the Answer Booklet provided.

- 1 (a) On 1st June, 2018, Likanda started business with K8 245.00 cash at bank. www.eczpastpapers.com

K18 300.00 cash at bank.

June 5 bought furniture by cheque K15 840.00.

June 12 Cash sales K7 805.00.

June 26 paid wages by cash K7 130.00.

Required:

Prepare a Two Column Cash Book. [10]

- (b) Changala bought goods from Moono in the month of May 2018.

May 1 Balance b/f K4 000.00.

May 10 Credit sales K5 000.00.

May 26 Cheque payment of K6 000.00.

Required:

Prepare Changala's Account in Moono's Books of Account

[Total: 15 marks]

- 2 On 31st August, 2018 an Incompetent Book-Keeper had prepared Mbewe's Trial Balance which failed to balance.

Mbewe's Trial Balance as at 31st August 2018

Details	Debit	N	Credit	N
Purchases			9 950	00
Capital			8 500	00
Sales	18 700	00		
Motor vehicle			5 000	00
General Expenses	1 800	00		
Wages			2 200	00
Debtors	6 600	00		
Creditors			2 750	00
Cash in hand	4 400	00		
	31 500	00	28 400	00

Required

Redraft a Trial Balance [10]

- 3 The following balances appeared in Chali's Trial Balance as at 31st December 2018.

	K
Sales	42 800.00
Purchases	16 000.00
Stock (01/01/18)	4 700.00
Returns Inwards	310.00
Returns Outwards	430.00
Carriage Inwards	K800.00
Stock (31/12/18)	2 500.00
Debtors	3 770.00
Drawings	7 000.00
Sundry Expenses	5 080.00
Land and Buildings	60 000.00
Wages and Salaries	10 310.00
Office Equipment	8 500.00
Discount Allowed	330.00
Commission Received	660.00
Creditors	2 870.00
Capital	72 810.00
Cash in Hand	3 080.00

Required Prepare a

(i) Trading, Profit and Loss Account. [10½]

(ii) Balance Sheet [9½]

[20 marks]

[Total: 45 marks]