



EXAMINATIONS COUNCIL OF ZAMBIA

JUNIOR SECONDARY EXTERNAL EXAMINATION (GRADE 9) – 2021

Business Studies 609/1

(EXTERNAL CANDIDATES)

Time: 2 hours and 30 minutes

Marks: 100

Instructions to Candidates

- 1 Pull out the **inserted Answer Booklet** from the question paper.
- 2 You are given **ten minutes** to write your **examination number**, **school/centre name** and **code** on the Answer Booklet and read through the paper.
- 3 Ensure that you **write your examination number on every page** of the Answer Booklet.
- 4 There are **three** sections in this paper, Sections **A, B** and **C**. Answer **all** the questions in the inserted Answer Booklet provided.
- 5 All answers for this examination must be written in the **Answer Booklet** provided.
- 6 **Section A:** Four suggested answers are given **A, B, C** and **D**. Choose the best one and mark it on the Answer Grid provided in the Answer Booklet.

Information for Candidates

- 1 Non programmable calculators may be used.
- 2 Cell phones are **not allowed** in the examination room.

SECTION A [20 MARKS]

Answer **all** questions. Mark your answers with a **cross (X)** on the Answer Grid provided in the Answer Booklet.

- 1 The type of office that does **not** allow workers to have privacy is known as ...
plan office.
A closed
B crossed
C open
D virtual
- 2 The filing of company documents in one place is known as ... filing system.
A centralised
B decentralised
C departmental
D sectional
- 3 The part of the business plan that gives an overview of a business proposal is known as ...
A an Action Plan.
B an Executive Summary.
C a Financial Plan.
D a Market Plan.
- 4 A partnership may dissolve if ...
A there is a disagreement between partners.
B its physical address is changed.
C it makes enough profits.
D it has a high cash flow.
- 5 ... paper can be used to make more than one copy of a document without using carbon paper.
A Bond
B Coated
C Flimsy
D Manila
- 6 The payment of a K50.00 note for a 2kg packet of sugar is a good example of ... transaction.
A bank
B barter
C cash
D credit
- 7 A business document used when the buyer is under-supplied is known as ... note.
A consignment
B credit
C debit
D delivery

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- 8 The source document for the Return Inwards Journal is the ...
A Duplicate Invoice.
B Duplicate Credit Note.
C Original Credit Note.
D Original Invoice.
- 9 Fixed assets bought on credit are first recorded in the ...
A Sales Journal.
B Purchases Journal.
C General Journal.
D Cash Book.
- 10 'Alinaswe Enterprise Ltd' is an example of a ... Account.
A Real
B Personal
C Nominal
D Impersonal
- 11 Customer's accounts are recorded in the ... Ledger.
A Nominal
B General
C Creditors
D Debtors
- 12 Bobo Company Ltd had the following details in their books:
 Sales K24 000.00
 Purchases K7 600.00
 Closing Stock K3 000.00
 Calculate the Gross Profit.
A K3 400.00
B K4 600.00
C K13 400.00
D K19 400.00
- 13 The following details were available in the books of B. Sialubala:
 Basic Pay K5 000.00
 Housing allowance K1 000.00
 Pension contribution K500.00
 Calculate the Gross Pay.
A K3 500.00
B K4 500.00
C K5 500.00
D K6 000.00
- 14 The type of investment where one has the capacity to take risk and manage businesses is known as ...
A bonds.
B debentures.
C entrepreneurship.
D shares.

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- 15 A banking document showing a summary of financial transactions between the bank and the account holder is called a ... Statement.
A Bank
B Cheque
C Pay
D Withdraw
- 16 Facsimile is a telecommunication service that sends ... to distant places.
A documents while being typed
B exact copies of documents
C video calls
D voice calls
- 17 What does the business abbreviation 'NCR' stand for?
A No Carbon Required
B No Carbon Received
C No Copy Required
D No Copy Returned
- 18 Kawana works for KMJ Company in a department that is in charge of informing customers about the goods and services available. Which department performs this function? ... Department.
A Purchasing
B Production
C Advertising
D Administration
- 19 Which one of the following is **not** correct about partnerships?
A Has unlimited liability
B Lacks continuity of existence
C Profits are shared as agreed
D Requires no legal documents
- 20 Luyando always pays suppliers for goods and services by cheque. Which bank account allows for such payments? ... Account.
A Current
B Deposit
C Investment
D Savings

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[20 marks]

SECTION B [35 MARKS]

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

- 1 (a) Arrange the following names in alphabetical order:

- | | |
|-------------------------|------------|
| (i) Ms Charity Zimba | [1] |
| (ii) Dr Zaccceaus Mwale | [1] |
| (iii) Mrs Isabel Chanda | [1] |
| (iv) Miss Yvonne Chulu | [1] |
| | [4] |

- (b) Use the word list below to answer the questions that follow:

Word list

Free post, Internet, Telex, Franking

- (i) JCM school is able to send report forms to its students without affixing stamps on envelopes. Which postal service does the school use? [1]
- (ii) A school is able to conduct its lessons on a worldwide network of computers. Which telecommunication service does the school use? [1]
- [2]

- (c) Which of the following are statutory deductions?

- (i) Personal House Insurance [1]
- (ii) Rent [1]
- (iii) Pension [1]
- (iv) Club subscription [1]
- (v) Pay As You Earn [1]
- (vi) Personal loan repayment [1]
- (vii) Personal Levy [1]
- (viii) National Insurance Scheme [1]
- [4]

[10 marks]

- 2 (a) On 15 April 2017, Likanda a worker of KPM School received the following from M.J Company: www.eczpastpapers.com
15 cases of paper, Reference No. 20,
30 boxes of biscuits, Reference No. 10 which were in good condition.

Required to:

Fill in the Goods Received Note. [5]

- (b) On the 15 February 2019, Chichi Bakery Ltd returned 4 bags of 50kg bread flour at K700.00 per bag to PGN Milling Company which were damaged in transit.

Required to:

Fill in a Credit Note. [5]

[10 marks]

- 3 (a) Use the word list below to complete the statements that follow:

Word List

Honesty, Integrity, Fairness, Loyalty, Dependability, Flexibility, Punctuality, Responsibility

Which business ethic is best described in the following statements?

- (i) Putting the interest of customers above personal ones.
- (ii) Being truthful when dealing with customers.
- (iii) A business that is able to favourably respond to customers' needs without compromising quality.

- (iv) Offering goods to customers at a price equal to the quality of goods supplied.
- (v) A business that is able to provide goods and services to its customers as and when required, without breaking promises. [5]
- (b) Soko earns a monthly salary of K6,000.00 and receives K3,500.00 rentals from tenants. The expenses were as follows:
Food K5 200.00
Bills K2 300.00
- Required to:**
Prepare Soko's budget. [5]
- (c) Chanda is a Savings Account holder at MTC Bank PLC, Chilanga Branch. On 5 October 2020, K6 500.00 was withdrawn from the account, Account No. 2100310071.
- Required:**
Fill in the Withdrawal Slip. [5]

[15 marks]

SECTION C [45 MARKS]

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

- 1 (a) The following transactions were available in the books of J. Nchimunya on 31 March 2020.

March	1	Started business with K5 560.00 cash and K2 900.00 at the bank
	5	Tembo paid us by cheque K2 550.00
	8	Paid wages by cash K420.00
	16	Paid C. Kalanda by cheque K12 500.00
	22	Sold goods by cash K25 000.00
	26	Paid for insurance by cash K880.00

Required:

Prepare the Two Column Cash Book. [10]

- (b) The following information was taken from the books of Mwenya who is a customer of Mwami. The transactions took place in the month of November 2018.

1 November	Bought goods on credit at K2 500.00
25 November	Received a Credit Note number 26 for wrong goods supplied by Mwami K500.00

Required:

Prepare Mwenya's Account as it would appear in Mwami's Ledger. [5]

[15 marks]

- 2 The following balances were taken from the books of Mukelabai on 31 July 2017

	K	N
Bank overdraft	2 000.00	
Cash in hand	4 350.00	
Drawings	1 400.00	
Purchases	6 250.00	
Sales	8 500.00	
Motor vehicles	7 000.00	
Debtors	3 700.00	
Capital	12 200.00	

Required

Prepare the Trial Balance with the correct heading.

[10]

[10 marks]

- 3 The following balances were taken from the books of Mutale on 31 December, 2019.

	K	N
Capital	20 000.00	
Drawings	1 420.00	
Equipment	27 000.00	
Stock (31/12/2019)	2 390.00	
Cash at Bank	3 960.00	
Loan from BBD Bank	6 000.00	
Creditors	3 140.00	
Stock (01/01/2019)	4 630.00	
Sales	38 000.00	
Purchases	16 800.00	
Returns outwards	600.00	
Returns inwards	380.00	
Salaries and wages	5 780.00	
Commission payable	3 030.00	
Rent	3 600.00	
Carriage inwards	1 140.00	

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Required to prepare the

(a) Trading, Profit and Loss Account,

[10]

(b) Balance Sheet.

[10]

[20 marks]