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For MORE Past Questions

NATIONAL EXAMINATIONS COUNCIL
2023 BASIC EDUCATION CERTIFICATE EXAMINATION

B3111 & B3112
BUSINESS STUDIES

2 hours

I&II

Please do not open this question booklet until you are told to do so.
While waiting, read the following instructions carefully.

There are two papers of **sixty (60) multiple-choice** questions each. Paper I will last for **1 hour** after which the OMR sheet will be collected. **Paper II** will also last for 1 hour.

PAPER I

Time Allowed: 1 hour

INSTRUCTIONS TO CANDIDATES

1. Answer **all** questions,
2. Use **HB pencil** only.
3. Write your **Name** and **School Name** on the answer sheet provided. Also, write and shade appropriately your **Registration Number** in the spaces provided.
4. Answer each question by shading the box that corresponds to the option you have chosen.
5. Do **not** waste time on any question. If you find any difficult, go to the others and finish them before you come back to the difficult one(s).
6. There must **not** be more than one shading for an answer. Any answer with shading of more than one box will be marked wrong.
7. If you change your mind about an answer, completely erase the first shading.
8. Do **not** start until the Supervisor tells you to do so.

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Turn Over.

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PAPER I
COMMERCE

1. Which of the following financial institutions accepts and keeps deposits for customers?
 - A. Central bank
 - B. Commercial banks
 - C. Finance houses
 - D. Insurance companies
 - E. Stock exchange

2. The market for lending and borrowing of long-term loans is the ____ market.
 - A. capital
 - B. commodity
 - C. consumer
 - D. foreign
 - E. money

3. The paths through which goods pass from producers to final consumers is
 - A. channel of distribution.
 - B. dissemination route.
 - C. post-sale service.
 - D. pre-sale activity.
 - E. transmission route.

4. An expression of feeling of dissatisfaction about a business activity is
 - A. complaint.
 - B. exoneration.
 - C. opportunity.
 - D. threat.
 - E. weakness.

5. The following are reasons for consumer protection except
 - A. encouraging the exploitation of consumers.
 - B. ensuring regular supply of essential commodities.
 - C. guaranteeing goods and services rendered are of high quality.
 - D. making sure that consumers are satisfied.
 - E. protecting them from dangerous goods.

6. The maximum number of individuals that can form a private company is
 - A. 10.
 - B. 20.
 - C. 28.
 - D. 50.
 - E. 70.

7. Granting discount to a buyer of a product is an example of
 - A. after-sales service.
 - B. customer care.
 - C. pre-sale service.
 - D. public relations.
 - E. social responsibility.

8. The reward for capital as a factor of production is
 - A. interest.
 - B. profit.
 - C. rent.
 - D. salary.
 - E. wage.

9. The selling of Nigeria crude oil to a firm in Britain is an example of _____ trade.
- A. entrepot
 - B. export
 - C. home
 - D. retail
 - E. wholesale
10. Who among the following renders direct service?
- A. Barber
 - B. Civil servant
 - C. Police officer
 - D. Sales representative
 - E. Soldier
11. An agreed sum of money that the insured pays to the insurer at periodic intervals is
- A. contribution.
 - B. indemnity.
 - C. interest.
 - D. premium.
 - E. subrogation.
12. An example of a non-insurable risk is a loss arising from
- A. fire incident.
 - B. flood.
 - C. marine insurance.
 - D. motor accident.
 - E. theft.
13. Globacom Nigeria makes the following services available to their customers **except**
- A. call.
 - B. internet.
 - C. multi-media.
 - D. postal.
 - E. short message.
14. The medium of advertisement that provides pictorial and motion representation is
- A. journal.
 - B. newspaper.
 - C. radio.
 - D. sticker.
 - E. television.
15. Giving information about a product to the public defines
- A. advertising.
 - B. business.
 - C. communication.
 - D. insurance.
 - E. marketing.
16. A major advantage of rail over road transportation is that, it
- A. has low cost of maintenance.
 - B. is flexible.
 - C. is suitable for carrying heavy goods.
 - D. offers door-to-door service.
 - E. requires no special routes.

17. The most suitable means for carrying perishable and fragile goods is by
- A. air.
 - B. pipeline.
 - C. rail.
 - D. road.
 - E. water.
18. A bank customer that makes cash withdrawals using cheque is operating a _____ account.
- A. capital
 - B. current
 - C. domiciliary
 - D. joint
 - E. savings
19. Trade between Nigeria and Ghana is an example of _____ trade.
- A. entrepot
 - B. export
 - C. foreign
 - D. import
 - E. wholesale
20. The person who buys goods in large quantity from the manufacturer and sells in small quantity to the retailer is a/an
- A. agent.
 - B. broker.
 - C. consumer.
 - D. producer.
 - E. wholesaler.

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BOOK KEEPING

The following extract is from the books of Kareem Enterprise.

	₦
Capital	126,000
Creditors	1,800
Loan from Aboki	4,000

31. What is the total of Kareem's assets?
- A. ₦20,200
 - B. ₦22,000
 - C. ₦27,800
 - D. ₦28,200
 - E. ₦31,800
32. The document sent by a seller to a customer when there is an undercharge is
- A. cheque book.
 - B. credit note.
 - C. debit note.
 - D. invoice.
 - E. receipt.
33. Which i of the following is a current asset?
- A. Cash
 - B. Furniture and fitting
 - C. Goodwill
 - D. Land and building
 - E. Plant and machinery
34. The aim of the profit and loss account is to show
- A. gross loss.
 - B. gross profit/loss.
 - C. net loss.
 - D. net profit/loss.
 - E. net profit.
35. The principle of recording transactions in book keeping is based on
- A. assets and liabilities.
 - B. buyers and sellers.
 - C. creditors and debtors.
 - D. givers and receivers.
 - E. profit and loss.
36. Money received and paid is recorded in
- A. cash book.
 - B. invoice.
 - C. journal.
 - D. purchases day book.
 - E. sales day book.
37. The following are features of an invoice except
- A. cheque number of the paying customer.
 - B. description of goods.
 - C. name and address of the customer.
 - D. reference number.
 - E. terms of payment.

38. The gross profit of a business is calculated as
- opening stock + total purchases.
 - total expenses - total income.
 - total expenses + total income.
 - total purchases - closing stock.
 - total sales - cost of goods sold.
39. A statement that shows the assets and liabilities of a business on a specific date is
- balance sheet.
 - bank statement.
 - cash book.
 - journal book.
 - trading account.
40. The amount received by a buyer for prompt settlement of account is
- bonus.
 - commission.
 - discount.
 - loan.
 - surplus.
41. Which of the following is an asset?
- Accrual
 - Creditor
 - Loan
 - Overdraft
 - Stock

Use the following information to answer question 42.

	N
Purchases	5,000
Sales	6,000
Wages	1,000

42. What is the total of the trial balance?
- N5,000
 - N6,000
 - N7,000
 - N11,000
 - N12,000
43. Cheque returned from the bank as a result of wrong signature is called ____ cheque.
- crossed
 - dishonoured
 - stale
 - uncredited
 - unpresented

Use the following information to answer questions 44 to 46.

Johnson's books showed the following as at 30th June, 2011.

	N
Office machinery	18,000
Stock of goods	2,000
Debtors	22,000
Capital	26,000
Cash at bank	5,000

44. What is the total of Johnson's liability?
- *11,000
 - \$421,000
 - \$422,000
 - \$426,000
 - \$429,000
45. What is the total of Johnson's fixed asset?
- ₦18,000
 - ₦23,000
 - ₦40,000
 - ₦47,000
 - ₦48,000
46. What is the total of Johnson's Balance Sheet?
- ₦26,000
 - ₦33,000
 - ₦40,000
 - ₦47,000
 - ₦48,000
47. The following are credited to trial balance except
- capital.
 - debtor.
 - loan.
 - rent.
 - sales.
48. The burden of the book keeper doing his work manually has been eased with the introduction of machine.
- cash register
 - fax
 - photocopying
 - printing
 - typewriting

Use the following information to answer questions 49 to 51.

Purchases	₦160,000
Carriage outwards	₦8,000
Rent and Rates	₦4,000
Wages	₦10,000
Sales	₦240,000

49. Calculate the amount of expenses.
- ₦4,000
 - ₦8,000
 - ₦10,000
 - ₦18,000
 - ₦22,000

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PAPER II
OFFICE PRACTICE

1. An office equipment that is used for reproducing speeches already recorded is _____ machine.
 - A. adding
 - B. dictating
 - C. franking
 - D. scanning
 - E. stapling

2. A closed office occupied by Chief Accounting Officer of a secondary school is called
 - A. bursary.
 - B. computer laboratory.
 - C. counsellor's office.
 - D. principal's office.
 - E. staff room.

3. The part of a business letter which contains code for identification is
 - A. address.
 - B. date.
 - C. matter.
 - D. reference.
 - E. salutation.

4. Great love and zeal for work is called _____ to duty.
 - A. commitment
 - B. devotion
 - C. honesty
 - D. obedience
 - E. punctuality

5. The act of being at work on time is
 - A. commitment.
 - B. consistency.
 - C. honesty.
 - D. promptness.
 - E. punctuality.

6. Which of the following is an advantage of a closed office?
 - A. Brings about better supervision
 - B. Eases interpersonal relationship
 - C. Enhances easy flow of communication
 - D. Office space is economised
 - E. One enjoys privacy

7. A device used for making holes on documents and files is _____ machine.
 - A. fax
 - B. franking
 - C. guillotine
 - D. perforating
 - E. stapling

8. A business document sent by a prospective buyer to the seller asking about a product is
 - A. catalogue.
 - B. invoice.
 - C. letter of enquiry.
 - D. order.
 - E. price list.

9. Which of the following is a job quality of a clerk?
- A. Efficient in performing official duties
 - B. Good appearance at all times
 - C. Maintaining good health condition
 - D. Politeness in communication
 - E. Sound education
10. The initial amount of money given to a petty cashier for minor expenses is
- A. cash at hand.
 - B. cash float.
 - C. cash in bank.
 - D. money order.
 - E. postal order.
11. Which of the following is an administrative document?
- A. Catalogue
 - B. Invoice
 - C. Order
 - D. Payslip
 - E. Quotation
12. An evidence of payment in a business transaction is
- A. credit invoice.
 - B. debit note.
 - C. delivery note.
 - D. invoice.
 - E. receipt.
13. Customer service unit is in _____ department.
- A. accounts
 - B. administrative
 - C. personnel
 - D. purchasing
 - E. sales
14. Incoming mails are recorded in book.
- A. dispatch
 - B. inward
 - C. outward
 - D. postage
 - E. visitors
15. Printing of postage stamp impression on an envelope is made possible with the use of _____ machine.
- A. collating
 - B. counting
 - C. franking
 - D. scanning
 - E. shredding
16. A document that contains detailed information about a guest to an organization is called
- A. appointment list.
 - B. business card.
 - C. complimentary card.
 - D. dispatch book.
 - E. visitors' book.

17. The particulars of letters that leave an organization by hand are recorded in _____ book.
- A. dispatch
 - B. inward correspondence
 - C. office correspondence
 - D. petty cash
 - E. postage
18. Office correspondence comprises of outgoing and incoming letters as well as
- A. appointment lists.
 - B. information system.
 - C. office equipment.
 - D. parcels received.
 - E. stationery supplied.
19. Which of the following documents is handled by a receptionist?
- A. Invoice
 - B. Pay slip
 - C. Postage book
 - D. Receipt
 - E. Visitors' slip
20. Which of the following is not a quality of a receptionist?
- A. Courtesy
 - B. Flippancy
 - C. Fluency
 - D. Modesty
 - E. Tactfulness
21. Which of the following is a duty of a receptionist?
- A. Guarding the office properties
 - B. Keeping office environment clean
 - C. Preparing annual budget
 - D. Preparing petty cash book
 - E. Receiving calls
22. E-mail can be defined as
- A. face-to-face oral form of communication.
 - B. method of sending items and pictures through air.
 - C. various systems of sending data manually.
 - D. various systems of sending information electronically through telecommunication.
 - E. various systems of sending information through local networking. „
23. Which of the following is a means of payment through post office?
- A. Credit card
 - B. Credit transfer
 - C. Direct debit
 - D. Money order
 - E. Standing order
24. Manufacturing of goods is the function of _____ department.
- A. administrative
 - B. finance
 - C. marketing
 - D. personnel
 - E. production

25. Which of the following is not a feature of memorandum?
- A. Complimentary close
 - B. Date
 - C. Destination
 - D. Reference number
 - E. Subject matter
26. The following are importance of office procedure except that it
- A. allows easy access to documents.
 - B. assists in training of staff.
 - C. makes the work inefficient.
 - D. reduces fatigue.
 - E. saves time.
27. The office equipment used for holding two or more papers together is known as _____ machine.
- A. collating
 - B. franking
 - C. guillotine
 - D. shredding
 - E. stapling
28. The staff that files letters, keeps records and does other work is a/an
- A. accountant.
 - B. banker.
 - C. clerk.
 - D. manager.
 - E. receptionist.
29. Which of the following is a bank document?
- A. Delivery note
 - B. Deposit slip
 - C. Letter of enquiry
 - D. Price list
 - E. Trade journal
30. A letter is said to be mailable when it is
- A. confidential.
 - B. error free.
 - C. full of errors.
 - D. informal.
 - E. official.

KEYBOARDING

31. On the keyboard of a computer, Ctrl + ____ will produce left alignment of text in a page.
- A. i
 - B. j
 - C. k
 - D. l
 - E. m
32. After striking the appropriate keys, the typist's fingers come back and rest on the _____ key (s).
- A. function
 - B. home
 - C. shift
 - D. space bar
 - E. tabular

33. Which of the following items is not used to take care of a computer?
- A. Brush
 - B. Computer cover
 - C. Duster
 - D. Engine oil
 - E. Methylated spirit

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TASK 1

SPEED AND ACCURACY 25WPM

TIME: 5 MINUTES

INSTRUCTIONS:

- (a) Type this passage with 14 font size
- (b) Indent the paragraphs at 5 character spaces
- (c) Set margin at 15 and 70
- (d) Type in double-line spacing.

The game of football around the entire world has been taken as a good sport. It is regarded as the king of all sports. The game is also called soccer.

It is played by two teams of eleven players each for a period of one hour thirty minutes. The game of soccer has helped some of our great citizens in this great country in the past and today. It has created jobs for our youths which have saved them from many vices. As the adage goes an idle mind is the devil's workshop.

To stress it more, that is not the only area the game of football has rescued the world. The game has also made young men and women wealthy and proud.

(126 words)
(5 marks)

TASK 2
MANUSCRIPT

INSTRUCTIONS:

TIME: 15 MINUTES

- (a) Type this passage with 14 font size
- (b) Indent the paragraphs at 5 character spaces
- (c) Set margin at 15 and 70
- (d) Type in double-line spacing
- (e) Omission of words will be penalized
- (f) Render all abbreviations in full.

People's view on work centre
in caps

stet
Run on In the past, societies ^{locate} ~~place~~ a high premium
 on work ethics. ○
 They believe in hardwork and its ability to
NP enhance character. But to day, people have diverse
 views on work. Work, according to the poet, is a
 burden to some people. trs. [Youths see work as some
 thing adults use to punish them to be unhappy. They
 love to play and ^{make} fun, and work see always to interfere
 with those objectives. Besides, seeing work as a Pun-
 ishment, they believe their parents owe them a living
 and they sh. make demands for what they want and ex-
 ^{hence}pect, they don't have to work.

(5 marks)

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