

Section I. Attempt any Six (6) questions

(01) Given the statement below, find and write correctly the correct and wrong ones respectively:

(a) Correct Statements and (b) Wrong statements)

(5 marks)

- A business plan is a guide, a roadmap for your business that outlines goals and details how you plan to achieve those goals.
- Personal budget is composed with Money In, Money Out and Money Remaining.
- Money management is the process of knowing where you are spending your money today and having a well-thought-out plan in place for where you want it to go in the future.
- Saving is storing small amounts of money for emergencies, unexpected events or items you need.
- Cooperative is business organisation owned and operated by group of individuals for their mutual benefit.

(02) Fill in blank using the appropriate word.

(5 marks)

a)is the amount of money received over a period of time either as payment for work, goods, or services, or as profit on capital (choose among the ones given below)

- Loan - Income - Account

b) An association of two or more person who have agreed to share the profit of the business which they run together is..... (Choose among the ones given below)

- Cooperative - Partnership - Public cooperative

c)is one of characteristics of a good business opportunity (choose among the ones given below)

- Return on investment - Decision making - Honesty

d)is a business owned by one person for the purpose of getting profit
(choose among the ones given below)

- Partnership - Sole proprietorship - Private company

e)are examples of source of business capital (choose among the ones given below)

- Loan from bank, borrowing from friends and family members and personal savings
- Borrowing from bank, loan from family member and money sold from stolen properties of friend.
- Loan from bank, saving, assets and little amount deducted from taxes to be paid.

(03) Read the statements below and write the respective correct answer chosen among the ones given below. (5 marks)

a) The following are characteristics of Entrepreneur except (choose among the one given below)

- ~~Hard Working~~ Self-Confident - Pessimistic

b) The following are ways to access money, except (choose among the one given below)

- Robbery - ~~Saving~~ - Borrowing

c) The following are methods of business documents classification except:

- Grammatical - Numerical - Geographical

d) One of the following is the type of entrepreneur

- Successful entrepreneur - Visionary entrepreneur
- Multitask entrepreneur

e) The followings are entrepreneurial skills except

- Risk management skills - Industrial skills
- Leadership skills

- (04) (a) Define the term cost, then
 (b) Fill in the table below with the appropriate word using ways of reducing cost.

Explanations	Ways of reducing cost
1. Fixing things that may be broken, but if given a little time and energy, can be made useful again
2. To collect used or waste material for reprocessing into something useful.
3. Diminishing the quantity of something being used
4. Taking old, used materials and giving them new life as a different or slightly altered product

(5 marks)

- (05) Match the column A with the column B, You will write the correct word/sentence from column B corresponding to each number from Column A.

(5 marks)

Column A	Column B
1. workers allowed to make decision	Business organization
2. process of classifying and arranging records so that they can be obtained without delay	Business ethics
3. Entrepreneur are never certain of the amount of income they will get from business since it keeps on fluctuating between favorable and unfavorable season, depending factors such as business performance and preventing social economic condition.	Democratic
4. The identification of the activities which are to be done, grouping them into different section as well as designing or delegating these activities to specific individuals to carry them out.	Filing
5. Acceptable behaviors exhibited by businesses or ways in which business should conduct them towards their customers, employees, government and community.	Uncertainty of income

(06) Some businesses start and succeed while other start and after some period collapse. Describe at least five challenges that entrepreneurs may face in Rwanda. (5 marks)

(07) a) To gain the return on investment an Entrepreneur needs to control business cash flow. Differentiate positive cash flow from negative cash flow.

b) To survive business must maintain positive cash flow. Discuss at least three (3) importance of maintaining positive cash flow.

(5 marks)

(08) Business idea is defined as result of environment analysis. To come up with successful business requires getting information from different source. Identify at least five (5) source of business idea.

(5 marks)

(09) List at least five (5) things that may change as business is operating.

(5 marks)

(10) Rwanda is promoting made in Rwanda products where many of the products to put on market should be locally produced. Enumerate at least five (5) importance of made in Rwanda in the development of the country.

(5 marks)

Section II. Attempt any Seven (7) questions

70 marks

(11) Kagabo is a businessman; he owns a maize processing industry. He receives much money from the profit; he realizes that he has different expenses of using his income of 1,500,000 Frw per month as entrepreneur and he realize that sometimes he uses her income in wrong way when he has the remaining balance that has no plan to be used. His monthly expenses are as follow:

a) 600,000 Frw to buy business raw materials

b) 150,000 Frw to pay school fees of hid child

c) 200,000 Frw paying bank loan

d) 100,000 to pay household needs

You are required to prepare personal budget for Kagabo to help him to use efficiently his income.

(10 marks)

(12) (a) Write in complete words "BDF".

(b) At your village, after school, you meet people from BDF conducting awareness to the fresh graduate on how they may help them to create their own job by giving them loan collateral. To be certain as fresh graduate you can successfully run the business; describe clearly the steps under which you will go through while starting your business.

(10 marks)

(13) The government of Rwanda is encouraging young people to explore business opportunities to create their own job instead of being job seeker. As fresh graduate, at your village you are asked to help people from your community regarding the awareness of entrepreneurship opportunities in community where they live.

You are required to tell them at least five (5) business opportunities that are in Rwanda.

(10 marks)

(14) The executive secretary of your Sector has planned to help people to save money which will help them in their future life. As a young and fresh graduate, the executive secretary asked you to give public lecture after community activity known as UMUGANDA at the last Saturday of the month to share to the people five (5) reason why they need to save part of their income.

(10 marks)

(15) **Emma's story**

Emma was a young lady, she graduated from TVET School in welding technology, when she was at school; Emma was interested in creating her own job by operating a welding workshop at big scale with 10 employees. To realize her dreams, Emma decided to save a small amount of money from the pocket money given by her parents.

After her studies, Emma used the saved money to start small business at small scale with 2 employees. After 2 years she used the saving from profit earned and got loan from bank and operated her business at large scale.

By now she employs fresh graduates.

- a) Open a website to advertise her product, giving internship opportunity to TVET students who are in holidays.
- b) Identify at least five (5) characteristics of Emma as a good Entrepreneur and explain each characteristic.

(10marks)

- (16) Discuss at least five (5) importance of Entrepreneurship in the economic development of the Rwanda.

(10 marks)

- (17) After your studies you are requesting a loan from bank to run a business. The bank to be certain that you will be able to pay back the loan, one of skills bank needs to know from you is being able to identify risk associated to your business and ability to analyze the risk for effective decision making. You are required to:

- a. Enumerate at least two types of risk that can occur while running business.
- b. Briefly discuss SIX procedures to analyse a risk situation.

(10 marks)

- (18) After your studies, you want to create your own job. With an example of product or service you will produce, develop a Marketing plan of your product/service.

(10 marks)

- (19) You have finished your studies, your family member asked you what will be your next step and you replied that you will run business related to your trade.

Using a chart, draw a business cycle that you will use to show him/her how will be your business life journey.

(10 marks)

- (20) After finishing your studies you intend to make a small business of your choice, by taking BDF as your business finance guarantee to get three million Rwandan francs (3000,000 Frw) from bank.

Using a business of your choice, prepare a start-up and working cost for your business by showing not less than seven (7) items.

(10 marks)