

## Principle of Commerce Icom Part 1 English Medium Chapter 22 Online Test

Sr	Questions	Answers Choice
1	A unit where relevant records for the purpose of central planning and efficient management of the organization are prepared, handled and preserves are called	A. Office B. Chamber C. Both a and b D. None of these
2	How many functions of an office	A. 12 B. 13 C. 14 D. 15
3	How many qualities of an office workers	A. 3 B. 4 C. 5 D. 6
4	Choose the correct important departments in an office	A. Purchase department B. Sales department C. Advertising department D. All the above
5	This department is responsible for purchasing goods and other items are called	A. Purchase department B. Sales department C. Advertising department D. Correspondence department
6	The department is responsible for selling goods to the customers are called	A. sales department B. Purchase department C. Administrative department D. None of these
7	In a large business, a separate department is responsible for advertising the products. are called	A. Purchase department B. Sales department C. Advertising department D. Administrative department
8	Office means a place where	A. Organization's records/papers are kept B. Workers take rest C. Visitors wait D. Clerical work is done besides keeping records
9	What remains among different sections due to office	A. Link/contact B. Coordination C. Both D. None of these
10	Because of an organized office, business	A. Expands/widens B. Contracts C. remains unchanged D. None of these
11	An office worker should have to his credit	A. Personal qualities B. Physical qualities C. Educational qualities D. All of these
12	Not included in office worker's personal qualities	A. Hard working B. Honest C. Good personality D. Courteous
13	Attainment of common objectives under the guidance of the leader of organization is possible through	A. Office B. Office organization C. Workers D. Customers
14	The performance of an office depends upon	A. Principle B. Workers C. Office machines D. Office management
15	If any business organization is considered as a body then office is its	A. Capital B. Heart C. Brain

		D. None of these
16	Office means a place where:	A. Organization's records / papers are kept B. Workers take rest C. Visitors wait D. Clerical work is done besides keeping records
17	What remains among different sections due to offer:	A. Link / contact B. Coordination C. Both D. None of these
18	Because of an organized office, business:	A. Expands / widens B. Contracts C. Remains unchanged D. None of these
19	An office worker should have to his credit:	A. Personal qualities B. Physical qualities C. Educational qualities D. All of these
20	Not included in office worker's personal qualities:	A. Hard working B. Honest C. Good personality D. Courteous
21	Attainment of common objectives under the guidance of the leader of organization is possible through:	A. Office B. Office organizations C. Workers D. Customers
22	The performance of an office depends upon:	A. Principal B. Workers C. Office machines D. Office management
23	If any business organization is considered as a body, then office is its:	A. Capital B. Heart C. Brain D. None of these