

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

Sr	Questions	Answers Choice
1	How many qualities of an office workers	A. 3 B. 4 C. 5 D. 6
2	Not included in office worker's personal qualities	A. Hard working B. Honest C. Good personality D. Courteous
3	The performance of an office depends upon	A. Principle B. Workers C. Office machines D. Office management
4	Because of an organized office, business	A. Expands/widens B. Contracts C. remains unchanged D. None of these
5	An office worker should have to his credit:	A. Personal qualities B. Physical qualities C. Educational qualities D. All of these
6	The performance of an office depends upon:	A. Principal B. Workers C. Office machines D. Office management
7	If any business organization is considered as a body, then office is its:	A. Capital B. Heart C. Brain D. None of these
8	An office worker should have to his credit	A. Personal qualities B. Physical qualities C. Educational qualities D. All of these
9	Attainment of common objectives under the guidance of the leader of organization is possible through	A. Office B. Office organization C. Workers D. Customers
10	This department is responsible for purchasing goods and other items are called	A. Purchase department B. Sales department C. Advertising department D. Correspondence department
11	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
12	If any business organization is considered as a body then office is its	A. Capital B. Heart C. Brain D. None of these
13	Attainment of common objectives under the guidance of the leader of organization is possible through:	A. Office B. Office organizations C. Workers D. Customers
14	Not included in office worker's personal qualities:	A. Hard working B. Honest C. Good personality D. Courteous
15	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

16	Because of an organized office, business:	A. Expands / widens B. Contracts C. Remains unchanged D. None of these
17	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
18	What remains among different sections due to offer:	A. Link / contact B. Coordination C. Both D. None of these
19	What remains among different sections due to office	A. Link/contact B. Coordination C. Both D. None of these
20	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