

## Principle of Commerce Icom Part 1 English Medium Chapter 25 Online Test

Sr	Questions	Answers Choice
1	Through correspondence, business	A. Expands B. Contracts C. Has negative effects D. None of these
2	The letter sent for personal or domestic matters are called	A. Formal letters B. Routine letters C. Personal letters D. None of these
3	The person to whom the letter is written is	A. Addressee B. Attention line C. Truly D. None of these
4	The reference number is written after writing the heading in the letter	A. On left side B. On right side C. In the end D. None of these
5	The first part of a business letter is	A. Reference no. B. Heading C. Subject line D. None of these
6	Another name for quotation letter	A. Catalogue B. Order C. All of the above D. None of these
7	The method of fulfilling a claim is stated in	A. Letter of enquiry B. Order letter C. Complaint letter D. None of these
8	The number of parts in a business letter	A. Seven B. Five C. Three D. None of these
9	The number of important and unimportant parts of a business letter can be	A. Ten B. Fourteen C. Seven D. None of these
10	Kinds of letters are	A. Two B. Three C. Four D. None of these
11	Personal letters are divided into	A. Two B. Five C. Seven D. Nine
12	What is written after salutation in business letter	A. Name of business B. Name of owner of business C. Subject line D. All the three
13	What is written in business letter after complimentary close	A. Signature B. Salutation C. Subject D. Name of addressee
14	If the copy of letter is to be sent to another person then the written word is called	A. C.C B. P.C C. T.C D. P.G
15	An extra message is added at the end of letter called	A. T.C B. P.S C. T.S D. C.C

16	Through correspondence, business:	A. Expands B. Contracts C. Has negative effects D. None of these
17	The letters sent for personal or domestic matters are called:	A. Formal letters B. Routine letters C. Personal letters D. None of these
18	The person to whom the letter is written is:	A. Addressee B. Attention line C. Truly D. None of these
19	The reference number is written after writing the heading in the letter:	A. On left side B. On right side C. In the end D. None of these
20	The first part of a business letter is:	A. Reference no. B. Heading C. Subject line D. None of these
21	Another name for quotation letter:	A. Catalogue B. Order C. None of these D. None of these
22	The method of fulfilling a claim is stated in:	A. Letter of enquiry B. Order letter C. Complaint letter D. None of these
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31	Through correspondence, business.	A. Expands B. Contracts C. Has negative effects D. None of these
32	The letters sent for personal or domestic matters are called.	A. Formal letters B. Routine letters C. Personal letters D. None of these
33	The person to whom the letters is written is.	A. Addressee B. Attention line C. Truly

C. None of these  
D. None of these

34 The reference number is written after writing the heading is the letter.

A. On left side  
B. On right side  
C. In the end  
D. None of these