

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

Sr	Questions	Answers Choice
1	If any business organization is considered as a body, then office is its:	A. Capital B. Heart C. Brain D. None of these
2	The performance of an office depends upon:	A. Principal B. Workers C. Office machines D. Office management
3	Attainment of common objectives under the guidance of the leader of organization is possible through:	A. Office B. Office organizations C. Workers D. Customers
4	Not included in office worker's personal qualities:	A. Hard working B. Honest C. Good personality D. Courteous
5	An office worker should have to his credit:	A. Personal qualities B. Physical qualities C. Educational qualities D. All of these
6	Because of an organized office, business:	A. Expands / widens B. Contracts C. Remains unchanged D. None of these
7	What remains among different sections due to offer:	A. Link / contact B. Coordination C. Both D. None of these
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	If any business organization is considered as a body then office is its	A. Capital B. Heart C. Brain D. None of these
10	The performance of an office depends upon	A. Principle B. Workers C. Office machines D. Office management
11	Attainment of common objectives under the guidance of the leader of organization is possible through	A. Office B. Office organization C. Workers D. Customers
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