

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

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

