

Principle of Commerce Icom Part 1 English Medium Chapter 26 Online Test

Sr	Questions	Answers Choice
1	In demi-official letter, an addressee is addressed by his:	A. Post B. Name C. Surname D. All are correct
2	The following letter is written to draw the personal attention of addressee:	A. Official letter B. Demi-official letter C. Reminder D. Formal letter
3	The salutation and complimentary close are not used in:	A. Private letters B. Reminder C. Govt. memo D. None of these
4	The style of an official letter is:	A. Personal / private B. Individual C. Non-individual D. All of these
5	The addressee of official letters is:	A. Government institutions B. Associated institutions C. Private institutions D. All of these
6	The language of official letter is generally:	A. Typical B. Definite C. Both D. Courteous
7	An official letter should always be in a form of:	A. Paragraphs B. Sentences C. Words D. None of these
8	An official letter should be:	A. Concise B. Suitable C. Long D. None of these
9	Circular letter is a kind of:	A. Official letter B. Business letter C. Both letters D. None of these
10	What is written first in an official letter:	A. Reference no. B. Heading C. Subject line D. None of these
11	How many kinds of official letter	A. 10 B. 11 C. 12 D. 13
12	In demi-official letter, an addressee is addressed by his	A. Post B. Name C. Surname D. All are correct
13	The following letter is written to draw the personal attention of addressee	A. Official letter B. Demi-official letter C. Reminder D. Formal letter
14	The salutation and complimentary close are not used in	A. Private letters B. Reminder C. Govt. memo D. None of these
15	The style of an official letter is	A. Personal / private B. Individual C. Non-individual D. All of these

