

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

1 The addressee of official letter is  2 The language of official letter is generally  2 The language of official letter is generally  3 An official letter should always be in a form of  4 Paragraphs B. Sentences C. Words D. None of these  4 An official letter should be  5 Circular letter is a kind of  6 What is written first in an official letter  7 An official letter is a cheap means of communication as compared to other means due to its less cost  8 Settlement of disputes C. Written proof D. None of these  8 A Reference no. B. Heading E. Subject line D. None of these  A Reference no. B. Heading C. Written first in an official letter C. Both letters C. Written proof D. None of these  A Reference no. B. Heading C. Written proof D. None of these  A Complete seasons C. Written proof D. None of these  A Complete seasons C. Written proof D. None of these  A Complete seasons C. Written proof D. None of these C. Wri	Sr	Questions	Answers Choice
2 The language of official letter is generally  3 An official letter should always be in a form of  4 Paragraphs 8 Sentences C. Words D. None of these  4 An official letter shold be  5 Circular letter is a kind of  6 What is written first in an official letter  7 An official letter is a cheap means of communication as compared to other means due to its less cost  8 An official letter should be complete in all aspects, so that the facts and figures can be understood without the help of old references is called  7 The writing style of official letters is typical and definite. Moreover, the language of body in letter is always formal is called  An official letter is always formal is called  An official letter is always formal is called  A Paragraphs B. Sentences C. Words D. None of these A Concise D. None of these D. Correctness D. Courtesy C. Simplicity D. Correctness D. Simplicity			A. Government institutions     B. Associated institutions     C. Private institutions
An official letter should always be in a form of C. Words D. None of these  A concise B. Suitable C. Long D. None of these  A Official letter shold be  Circular letter is a kind of B. Suitable C. Long D. None of these  A Official letter B. Business letter B. B	2	The language of official letter is generally	B. Definite C. Both
4 An official letter shold be  Circular letter is a kind of  A Cofficial letter B. Business letter C. Both letters D. None of these  A Reference no. B. Heading C. Subject line D. None of these  An official letter is a cheap means of communication as compared to other means due to its less cost  An official letter is a cheap means of communication as compared to other means due to its C. Written proof D. None of these  A Completeness B. Settlement of disputes C. Written proof D. None of these  An official letter should be complete in all aspects, so that the facts and figures can be understood without the help of old references is called  A Completeness B. Courtesy C. Simplicity D. Correctness B. Courtesy C. Simplicity D. Correctness C. Correctness D. Simplicity  How many characteristics in official letters  A 8 8 9 9 C. 10	3	An official letter should always be in a form of	B. Sentences C. Words
5 Circular letter is a kind of  B. Business letter C. Both letters D. None of these  C. Both letters D. None of these  A. Reference no. B. Heading C. Subject line D. None of these  7 An official letter is a cheap means of communication as compared to other means due to its less cost  An official letter should be complete in all aspects, so that the facts and figures can be understood without the help of old references is called  A Completeness B. Courtesy C. Written proof D. None of these  9 The writing style of official letters is typical and definite. Moreover, the language of body in letter is always formal is called  A. Typical style B. Conciseness C. Correctness D. Simplicity  10 How many characteristics in official letters	4	An official letter shold be	B. Suitable C. Long
What is written first in an official letter  An official letter is a cheap means of communication as compared to other means due to its less cost  An official letter is a cheap means of communication as compared to other means due to its less cost  A Cheap means B. Settlement of disputes C. Written proof D. None of these  A Completeness B. Courtesy C. Simplicity C. Simplicity D. Correctness  B. Courtesy C. Simplicity D. Correctness  B. Courtesy C. Simplicity D. Correctness  B. Conciseness C. Correctness D. Simplicity D. Correctness D. Simplicity  A. 8 B. 9 C. 10	5	Circular letter is a kind of	B. Business letter C. Both letters
An official letter is a cheap means of communication as compared to other means due to its less cost  An official letter should be complete in all aspects, so that the facts and figures can be understood without the help of old references is called  The writing style of official letters is typical and definite. Moreover, the language of body in letter is always formal is called  How many characteristics in official letters  A. Completeness B. Courtesy C. Simplicity D. Correctness C. Correctness D. Simplicity  A. 8 B. 9 C. 10	6	What is written first in an official letter	B. Heading C. Subject line
An official letter should be complete in all aspects, so that the facts and figures can be understood without the help of old references is called  B. Courtesy C. Simplicity D. Correctness  A. Typical style B. Conciseness C. Correctness D. Simplicity  How many characteristics in official letters  A. 8 B. 9 C. 10	7	·	<ul><li>B. Settlement of disputes</li><li>C. Written proof</li></ul>
The writing style of official letters is typical and definite. Moreover, the language of body in letter is always formal is called  B. Conciseness C. Correctness D. Simplicity  How many characteristics in official letters  A. 8 B. 9 C. 10	8	An official letter should be complete in all aspects, so that the facts and figures can be understood without the help of old references is called	B. Courtesy C. Simplicity
How many characteristics in official letters  B. 9 C. 10	9	The writing style of official letters is typical and definite. Moreover, the language of body in letter is always formal is called	B. Conciseness C. Correctness
2	10	How many characteristics in official letters	B. 9