

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

Sr	Questions	Answers Choice
1	The addressee of official letter is	A. Government institutions B. Associated institutions C. Private institutions D. All of these
2	The language of official letter is generally	A. Typical B. Definite C. Both D. Courteous
3	An official letter should always be in a form of	A. Paragraphs B. Sentences C. Words D. None of these
4	An official letter should be	A. Concise B. Suitable C. Long D. None of these
5	Circular letter is a kind of	A. Official letter B. Business letter C. Both letters D. None of these
6	What is written first in an official letter	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	A. Cheap means B. Settlement of disputes C. Written proof D. None of these
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	A. Completeness B. Courtesy C. Simplicity D. Correctness
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	A. 8 B. 9 C. 10 D. 11