

Principle of Commerce Icom Part 1 English Medium Online Test

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

