

Principle of Commerce Icom Part 1 English Medium Online Test

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

