

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

Sr	Questions	Answers Choice
1	The style of an official letter is	A. Personal / private B. Individual C. Non-individual D. All of these
2	The addressee of official letter is	A. Government institutions B. Associated institutions C. Private institutions D. All of these
3	The language of official letter is generally	A. Typical B. Definite C. Both D. Courteous
4	An official letter should always be in a form of	A. Paragraphs B. Sentences C. Words D. None of these
5	An official letter should be	A. Concise B. Suitable C. Long D. None of these
6	Circular letter is a kind of	A. Official letter B. Business letter C. Both letters D. None of these
7	What is written first in an official letter	A. Reference no. B. Heading C. Subject line D. None of these
8	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
9	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
10	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
11	How many characteristics in official letters	A. 8 B. 9 C. 10 D. 11
12	An extra message is added at the end of letter called	A. T.C B. P.S C. T.S D. C.C
13	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
14	What is written in business letter after complimentary close	A. Signature B. Salutation C. Subject D. Name of addressee
15	What is written after salutation in business letter	A. Name of business B. Name of owner of business C. Subject line D. All the three

