

Principle of Commerce Icom Part 1 English Medium Online Test

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

