

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

Sr	Questions	Answers Choice
1	The following is used for posting through posting machine	A. Debit card B. Credit card C. Larger card D. None of these
2	Exact copy of letter of document can be taken from	A. Photo state machine B. Automatic type machine C. Electric type machine D. Type writer
3	The following has faster speed than hand typewriter	A. Electric type machine B. Automatic type machine C. Photo state machine D. None of these
4	Success of a business office depends on	A. Bribery B. Workers C. Machines D. None of these
5	Not included in communication machines	A. Telephone B. Dictation machine C. Tele-printer D. Folding machine
6	Typewriter was invented in	A. 1870 B. 1873 C. 1973 D. None of these
7	Due to office machines	A. Saving of time and labour B. Convenience in work C. Increase in efficiency D. All of these
8	Due to machines, office work due becomes	A. Easy B. Difficult C. Remains the same D. None of these
9	Typewriter is included in	A. Copying machines B. Calculating machines C. Communication machines D. None of these
10	According to work, the main types of machines	A. Two B. Three C. Four D. Five
11	How many types of copying machines	A. 3 B. 4 C. 5 D. 6
12	If any business organization is considered as a body then office is its	A. Capital B. Heart C. Brain D. None of these
13	The performance of an office depends upon	A. Principle B. Workers C. Office machines D. Office management
14	Attainment of common objectives under the guidance of the leader of organization is possible through	A. Office B. Office organization C. Workers D. Customers
15	Not included in office worker's personal qualities	A. Hard working B. Honest C. Good personality D. Courteous

