

Principle of Commerce Icom Part 1 English Medium Online Test

Sr	Questions	Answers Choice
1	An office worker should have to his credit	A. Personal qualities B. Physical qualities C. Educational qualities D. All of these
2	Because of an organized office, business	A. Expands/widens B. Contracts C. remains unchanged D. None of these
3	What remains among different sections due to office	A. Link/contact B. Coordination C. Both D. None of these
4	Office means a place where	A. Organization's records/papers are kept B. Workers take rest C. Visitors wait D. Clerical work is done besides keeping records
5	In a large business, a separate department is responsible for advertising the products. are called	A. Purchase department B. Sales department C. Advertising department D. Administrative department
6	The department is responsible for selling goods to the customers are called	A. sales department B. Purchase department C. Administrative department D. None of these
7	This department is responsible for purchasing goods and other items are called	A. Purchase department B. Sales department C. Advertising department D. Correspondence department
8	Choose the correct important departments in an office	A. Purchase department B. Sales department C. Advertising department D. All the above
9	How many qualities of an office workers	A. 3 B. 4 C. 5 D. 6
10	How many functions of an office	A. 12 B. 13 C. 14 D. 15
11	A unit where relevant records for the purpose of central planning and efficient management of the organization are prepared, handled and preserves are called	A. Office B. Chamber C. Both a and b D. None of these
12	Why does issue the certificate of origin for exporting goods	A. Chamber members B. Town association C. Chamber of commerce and industry D. Associate members
13	Small and medium scale industrial and trade centers are given the name of	A. Group members B. Chamber members C. Associate members D. None of these
14	Number of local chambers of commerce and industry in Pakistan after establishment	A. 2 B. 5 C. 7 D. 12
		A. 55 - --

