

Principle of Commerce Icom Part 1 English Medium Online Test

Sr	Questions	Answers Choice
1	The following has faster speed than hand typewriters:	A. Electric type machine B. Automatic type machine C. Photo state machine D. None of these
2	Success of a business office depends on:	A. Bribery B. Workers C. Machines D. None of these
3	Not included in communication machines:	A. Telephone B. Dictation machines C. Tele-printer D. Folding machines
4	Typewriter was invented in:	A. 1870 B. 1873 C. 1973 D. None of these
5	Due to office machines:	A. Saving of time and labour B. Convenience in work C. Increase in efficiency D. All of these
6	Due to machines, office work due becomes:	A. Easy B. Difficult C. Remains the same D. None of these
7	Typewriter is included in:	A. Copying machines B. Calculating machines C. Communication machines D. None of these
8	According to work, the main types of machines:	A. Two B. Three C. Four D. Five
9	If any business organization is considered as a body, then office is its:	A. Capital B. Heart C. Brain D. None of these
10	The performance of an office depends upon:	A. Principal B. Workers C. Office machines D. Office management
11	Attainment of common objectives under the guidance of the leader of organization is possible through:	A. Office B. Office organizations C. Workers D. Customers
12	Not included in office worker's personal qualities:	A. Hard working B. Honest C. Good personality D. Courteous
13	An office worker should have to his credit:	A. Personal qualities B. Physical qualities C. Educational qualities D. All of these
14	Because of an organized office, business:	A. Expands / widens B. Contracts C. Remains unchanged D. None of these
15	What remains among different sections due to offer:	A. Link / contact B. Coordination C. Both D. None of these

