Principle of Commerce Icom Part 1 English Medium Chapter 22 Online Test

Sr	Questions	Answers Choice
1	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
2	What remains among different sections due to office	A. Link/contact B. Coordination C. Both D. None of these
3	How many qualities of an office workers	A. 3 B. 4 C. 5 D. 6
4	This department is responsible for purchasing goods and other items are called	A. Purchase department B. Sales department C. Advertising department D. Correspondence department
5	Not included in office worker's personal qualities	A. Hard working B. Honest C. Good personality D. Courteous
6	If any business organization is considered as a body then office is its	A. Capital B. Heart C. Brain D. None of these
7	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
8	An office worker should have to his credit	A. Personal qualities B. Physical qualities C. Educational qualities D. All of these
9	Because of an organized office, business:	A. Expands / widens B. Contracts C. Remains unchanged D. None of these
10	Choose the correct important departments in an office	A. Purchase department B. Sales department C. Advertising department D. All the above
11	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
12	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
13	An office worker should have to his credit:	A. Personal qualities B. Physical qualities C. Educational qualities D. All of these
14	The performance of an office depends upon	A. Principle B. Workers C. Office machines D. Office management
15	How many functions of an office	A. 12 B. 13 C. 14

		D. 15
16	Attainment of common objectives under the guidance of the leader of organization is possible through:	A. Office B. Office organizations C. Workers D. Customers
17	Attainment of common objectives under the guidance of the leader of organization is possible through	A. Office B. Office organization C. Workers D. Customers
18	If any business organization is considered as a body, then office is its:	A. Capital B. Heart C. Brain D. None of these
19	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
20	What remains among different sections due to offer:	A. Link / contact B. Coordination C. Both D. None of these