

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

Sr	Questions	Answers Choice
1	What remains among different sections due to office	A. Link/contact B. Coordination C. Both D. None of these
2	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
3	An office worker should have to his credit	A. Personal qualities B. Physical qualities C. Educational qualities D. All of these
4	The performance of an office depends upon	A. Principle B. Workers C. Office machines D. Office management
5	Because of an organized office, business	A. Expands/widens B. Contracts C. remains unchanged D. None of these
6	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
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	Attainment of common objectives under the guidance of the leader of organization is possible through:	A. Office B. Office organizations C. Workers D. Customers
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	Not included in office worker's personal qualities	A. Hard working B. Honest C. Good personality D. Courteous
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	Attainment of common objectives under the guidance of the leader of organization is possible through	A. Office B. Office organization C. Workers D. Customers
13	Choose the correct important departments in an office	A. Purchase department B. Sales department C. Advertising department D. All the above
14	How many functions of an office	A. 12 B. 13 C. 14 D. 15
15	The performance of an office depends upon:	A. Principal B. Workers C. Office machines

16 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**

17 Because of an organized office, business:

- A. Expands / widens**
- B. Contracts
- C. Remains unchanged
- D. None of these

18 What remains among different sections due to offer:

- A. Link / contact
- B. Coordination
- C. Both**
- D. None of these

19 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

20 Not included in office worker's personal qualities:

- A. Hard working
- B. Honest
- C. Good personality**
- D. Courteous