

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

Sr	Questions	Answers Choice
1	Because of an organized office, business:	A. Expands / widens B. Contracts C. Remains unchanged D. None of these
2	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
3	Attainment of common objectives under the guidance of the leader of organization is possible through:	A. Office B. Office organizations C. Workers D. Customers
4	How many qualities of an office workers	A. 3 B. 4 C. 5 D. 6
5	If any business organization is considered as a body then office is its	A. Capital B. Heart C. Brain D. None of these
6	Choose the correct important departments in an office	A. Purchase department B. Sales department C. Advertising department D. All the above
7	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
8	Not included in office worker's personal qualities:	A. Hard working B. Honest C. Good personality D. Courteous
9	Because of an organized office, business	A. Expands/widens B. Contracts C. remains unchanged D. None of these
10	What remains among different sections due to office	A. Link/contact B. Coordination C. Both D. None of these
11	If any business organization is considered as a body, then office is its:	A. Capital B. Heart C. Brain D. None of these
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	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
15	How many functions of an office	A. 12 B. 13 C. 14 D. 15

16	What remains among different sections due to offer:	A. Link / contact B. Coordination C. Both D. None of these
17	The performance of an office depends upon	A. Principle B. Workers C. Office machines D. Office management
18	This department is responsible for purchasing goods and other items are called	A. Purchase department B. Sales department C. Advertising department D. Correspondence department
19	The performance of an office depends upon:	A. Principal B. Workers C. Office machines D. Office management
20	Attainment of common objectives under the guidance of the leader of organization is possible through	A. Office B. Office organization C. Workers D. Customers