

Principle of Commerce Icom Part 1 English Medium Chapter 25 Online Test

Sr	Questions	Answers Choice
1	The letters sent for personal or domestic matters are called:	A. Formal letters B. Routine letters C. Personal letters D. None of these
2	Another name for quotation letter	A. Catalogue B. Order C. All of the above D. None of these
3	Personal letters are divided into	A. Two B. Five C. Seven D. Nine
4	The reference number is written after writing the heading is the letter.	A. On left side B. On right side C. In the end D. None of these
5	Through correspondence, business.	A. Expands B. Contracts C. Has negative effects D. None of these
6	Kinds of letters are	A. Two B. Three C. Four D. None of these
7	The reference number is written after writing the heading in the letter:	A. On left side B. On right side C. In the end D. None of these
8	An extra message is added at the end of letter called:	A. T.C B. P.S C. T.S D. C.C
9	What is written in business letter after complimentary close:	A. Signature B. Saluation C. Subject D. Name of addressee
10	The first part of a business letter is	A. Reference no. B. Heading C. Subject line D. None of these
11	The number of parts in a business letter:	A. Seven B. Five C. Three D. None of these
12	The person to whom the letter is written is:	A. Addressee B. Attention line C. Truly D. None of these
13	The number of parts in a business letter	A. Seven B. Five C. Three D. None of these
14	Through correspondence, business	A. Expands B. Contracts C. Has negative effects D. None of these
15	The method of fulfilling a claim is stated in	A. Letter of enquiry B. Order letter C. Complaint letter D. None of these

16 The reference number is written after writing the heading in the letter

A. On left side
B. On right side
C. In the end
D. None of these

17 The first part of a business letter is:

A. Reference no.
B. Heading
C. Subject line
D. None of these

18 The method of fulfilling a claim is stated in:

A. Letter of enquiry
B. Order letter
C. Complaint letter
D. None of these

19 The number of important and unimportant parts of a business letter can be:

A. Ten
B. Fourteen
C. Seven
D. None of these

20 The letters sent for personal or domestic matters are called.

A. Formal letters
B. Routine letters
C. Personal letters
D. None of these
