

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

Sr	Questions	Answers Choice
1	Kinds of letters are:	A. Two B. Three C. Four D. None of these
2	Another name for quotation letter	A. Catalogue B. Order C. All of the above D. None of these
3	The letter sent for personal or domestic matters are called	A. Formal letters B. Routine letters C. Personal letters D. None of these
4	An extra message is added at the end of letter called:	A. T.C B. P.S C. T.S D. C.C
5	Through correspondence, business	A. Expands B. Contracts C. Has negative effects D. None of these
6	If the copy of letter is to be sent to another person then the written word is called	A. C.C B. P.C C. T.C D. P.G
7	The first part of a business letter is:	A. Reference no. B. Heading C. Subject line D. None of these
8	The letters sent for personal or domestic matters are called.	A. Formal letters B. Routine letters C. Personal letters D. None of these
9	The method of fulfilling a claim is stated in:	A. Letter of enquiry B. Order letter C. Complaint letter D. None of these
10	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
11	The number of important and unimportant parts of a business letter can be:	A. Ten B. Fourteen C. Seven D. None of these
12	What is written after salutation in business letter	A. Name of business B. Name of owner of business C. Subject line D. All the three
13	The person to whom the letters is written is.	A. Addresses B. Attention line C. Truly D. None of these
14	Through correspondence, business:	A. Expands B. Contracts C. Has negative effects D. None of these
15	The letters sent for personal or domestic matters are called:	A. Formal letters B. Routine letters C. Personallletters D. None of these

16	What is written after salutation in business letter:	A. Name of business B. Name of owner of business C. Subject file D. All the three
17	An extra message is added at the end of letter called	A. T.C B. P.S C. T.S D. C.C
18	Personal letters are divided into	A. Two B. Five C. Seven D. Nine
19	What is written in business letter after complimentary close	A. Signature B. Salutation C. Subject D. Name of addressee
20	Through correspondence, business.	A. Expands B. Contracts C. Has negative effects D. None of these
