

## Principle of Commerce Icom Part 1 English Medium Chapter 26 Online Test

Sr	Questions	Answers Choice
1	The salutation and complimentary close are not used in:	A. Private letters B. Reminder C. Govt. memo D. None of these
2	Circular letter is a kind of:	A. Official letter B. Business letter C. Both letters D. None of these
3	The style of an official letter is:	A. Personal / private B. Individual C. Non-individual D. All of these
4	An official letter should always be in a form of:	A. Paragraphs B. Sentences C. Words D. None of these
5	An official letter should be:	A. Concise B. Suitable C. Long D. None of these
6	An official letter should always be in a form of	A. Paragraphs B. Sentences C. Words D. None of these
7	The following letter is written to draw the personal attention of addressee	A. Official letter B. Demi-official letter C. Reminder D. Formal letter
8	An official letter shold be	A. Concise B. Suitable C. Long D. None of these
9	In demi-official letter, an addressee is addressed by his	A. Post B. Name C. Surname D. All are correct
10	An official letter should be complete in all aspects, so that the facts and figures can be understood without the help of old references is called	A. Completeness B. Courtesy C. Simplicity D. Correctness
11	The salutation and complimentary close are not used in	A. Private letters B. Reminder C. Govt. memo D. None of these
12	The style of an official letter is	A. Personal / private B. Individual C. Non-individual D. All of these
13	How many characteristics in official letters	A. 8 B. 9 C. 10 D. 11
14	The following letter is written to draw the personal attention of addressee:	A. Official letter B. Demi-official letter C. Reminder D. Formal letter
15	How many kinds of official letter	A. 10 B. 11 C. 12 D. 13

16	Circular letter is a kind of	A. Official letter B. Business letter C. Both letters D. None of these
17	The addressee of official letter is	A. Government institutions     B. Associated institutions     C. Private institutions     D. All of these
18	In demi-official letter, an addressee is addressed by his:	A. Post B. Name C. Surname D. All are correct
19	An official letter is a cheap means of communication as compared to other means due to its less cost	A. Cheap means B. Settlement of disputes C. Written proof D. None of these
20	The language of official letter is generally:	A. Typical B. Definite C. Both D. Courteous