

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

Sr	Questions	Answers Choice
1	Choose the correct important departments in an office	A. Purchase department B. Sales department C. Advertising department D. All the above
2	An office worker should have to his credit:	A. Personal qualities B. Physical qualities C. Educational qualities D. All of these
3	Because of an organized office, business	A. Expands/widens B. Contracts C. remains unchanged D. None of these
4	If any business organization is considered as a body then office is its	A. Capital B. Heart C. Brain D. None of these
5	An office worker should have to his credit	A. Personal qualities B. Physical qualities C. Educational qualities D. All of these
6	The performance of an office depends upon:	A. Principal B. Workers C. Office machines D. Office management
7	Not included in office worker's personal qualities	A. Hard working B. Honest C. Good personality D. Courteous
8	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
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	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
11	Because of an organized office, business:	A. Expands / widens B. Contracts C. Remains unchanged D. None of these
12	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
13	What remains among different sections due to offer:	A. Link / contact B. Coordination C. Both D. None 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	Office means a place where:	A. Organization's records / papers are kept B. Workers take rest

15	Office means a place where:	C. Visitors wait D. Clerical work is done besides keeping records
16	How many functions of an office	A. 12 B. 13 C. 14 D. 15
17	This department is responsible for purchasing goods and other items are called	A. Purchase department B. Sales department C. Advertising department D. Correspondence department
18	Not included in office worker's personal qualities:	A. Hard working B. Honest C. Good personality D. Courteous
19	What remains among different sections due to office	A. Link/contact B. Coordination C. Both D. None of these
20	The performance of an office depends upon	A. Principle B. Workers C. Office machines D. Office management