

## 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 <b>D. All the above</b>
2	An office worker should have to his credit:	A. Personal qualities B. Physical qualities C. Educational qualities <b>D. All of these</b>
3	Because of an organized office, business	<b>A. Expands/widens</b> 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 <b>C. Brain</b> D. None of these
5	An office worker should have to his credit	A. Personal qualities B. Physical qualities C. Educational qualities <b>D. All of these</b>
6	The performance of an office depends upon:	A. Principal B. Workers <b>C. Office machines</b> D. Office management
7	Not included in office worker's personal qualities	A. Hard working B. Honest <b>C. Good personality</b> D. Courteous
8	In a large business, a separate department is responsible for advertising the products. are called	A. Purchase department B. Sales department <b>C. Advertising department</b> D. Administrative department
9	If any business organization is considered as a body, then office is its:	A. Capital B. Heart <b>C. Brain</b> D. None of these
10	The department is responsible for selling goods to the customers are called	<b>A. sales department</b> B. Purchase department C. Administrative department D. None of these
11	Because of an organized office, business:	<b>A. Expands / widens</b> 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 <b>D. Clerical work is done besides keeping records</b>
13	What remains among different sections due to offer:	A. Link / contact B. Coordination <b>C. Both</b> 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	<b>A. Office</b> 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>B. Workers take rest</b>

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16 How many functions of an office  
A. 12  
B. 13  
C. 14  
D. 15

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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

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18 Not included in office worker's personal qualities:  
A. Hard working  
B. Honest  
C. Good personality  
D. Courteous

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19 What remains among different sections due to office  
A. Link/contact  
B. Coordination  
C. Both  
D. None of these

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20 The performance of an office depends upon  
A. Principle  
B. Workers  
C. Office machines  
D. Office management