

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

Sr	Questions	Answers Choice
1	What remains among different sections due to office	A. Link/contact B. Coordination C. Both D. None of these
2	Choose the correct important departments in an office	A. Purchase department B. Sales department C. Advertising department D. All the above
3	The performance of an office depends upon:	A. Principal B. Workers C. Office machines D. Office management
4	The performance of an office depends upon	A. Principle B. Workers C. Office machines D. Office management
5	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
6	Not included in office worker's personal qualities	A. Hard working B. Honest C. Good personality D. Courteous
7	An office worker should have to his credit	A. Personal qualities B. Physical qualities C. Educational qualities D. All of these
8	Attainment of common objectives under the guidance of the leader of organization is possible through	A. Office B. Office organization C. Workers D. Customers
9	Attainment of common objectives under the guidance of the leader of organization is possible through:	A. Office B. Office organizations C. Workers D. Customers
10	An office worker should have to his credit:	A. Personal qualities B. Physical qualities C. Educational qualities D. All of these
11	Not included in office worker's personal qualities:	A. Hard working B. Honest C. Good personality D. Courteous
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	How many qualities of an office workers	A. 3 B. 4 C. 5 D. 6
14	How many functions of an office	A. 12 B. 13 C. 14 D. 15
15	This department is responsible for purchasing goods and other items are called	A. Purchase department B. Sales department C. Advertising department

		D. Correspondence department
16	What remains among different sections due to offer:	A. Link / contact B. Coordination C. Both D. None of these
17	Because of an organized office, business	A. Expands/widens B. Contracts C. remains unchanged D. None of these
18	Because of an organized office, business:	A. Expands / widens B. Contracts C. Remains unchanged D. None of these
19	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
20	If any business organization is considered as a body then office is its	A. Capital B. Heart C. Brain D. None of these