

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

Sr	Questions	Answers Choice
1	Because of an organized office, business	A. Expands/widens B. Contracts C. remains unchanged D. None of these
2	An office worker should have to his credit:	A. Personal qualities B. Physical qualities C. Educational qualities D. All of these
3	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
4	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
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	What remains among different sections due to offer:	A. Link / contact B. Coordination C. Both D. None of these
8	Choose the correct important departments in an office	A. Purchase department B. Sales department C. Advertising department D. All the above
9	The performance of an office depends upon	A. Principle B. Workers C. Office machines D. Office management
10	Because of an organized office, business:	A. Expands / widens B. Contracts C. Remains unchanged D. None of these
11	Attainment of common objectives under the guidance of the leader of organization is possible through	A. Office B. Office organization C. Workers D. Customers
12	If any business organization is considered as a body then office is its	A. Capital B. Heart C. Brain D. None of these
13	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
14	Not included in office worker's personal qualities:	A. Hard working B. Honest C. Good personality D. Courteous
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	Not included in office worker's personal qualities	A. Hard working B. Honest C. Good personality D. Courteous
17	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
18	How many qualities of an office workers	A. 3 B. 4 C. 5 D. 6
19	Attainment of common objectives under the guidance of the leader of organization is possible through:	A. Office B. Office organizations C. Workers D. Customers
20	What remains among different sections due to office	A. Link/contact B. Coordination C. Both D. None of these