

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

Sr	Questions	Answers Choice
1	Not included in office worker's personal qualities	A. Hard working B. Honest C. Good personality D. Courteous
2	If any business organization is considered as a body, then office is its:	A. Capital B. Heart C. Brain D. None of these
3	The performance of an office depends upon	A. Principle B. Workers C. Office machines D. Office management
4	Attainment of common objectives under the guidance of the leader of organization is possible through:	A. Office B. Office organizations C. Workers D. Customers
5	An office worker should have to his credit:	A. Personal qualities B. Physical qualities C. Educational qualities D. All of these
6	Attainment of common objectives under the guidance of the leader of organization is possible through	A. Office B. Office organization C. Workers D. Customers
7	Because of an organized office, business	A. Expands/widens B. Contracts C. remains unchanged D. None of these
8	An office worker should have to his credit	A. Personal qualities B. Physical qualities C. Educational qualities D. All of these
9	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
10	Because of an organized office, business:	A. Expands / widens B. Contracts C. Remains unchanged D. None of these
11	This department is responsible for purchasing goods and other items are called	A. Purchase department B. Sales department C. Advertising department D. Correspondence department
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 functions of an office	A. 12 B. 13 C. 14 D. 15
14	Choose the correct important departments in an office	A. Purchase department B. Sales department C. Advertising department D. All the above
15	How many qualities of an office workers	A. 3 B. 4 C. 5

16	The performance of an office depends upon:	A. Principal B. Workers C. Office machines D. Office management
17	What remains among different sections due to offer:	A. Link / contact B. Coordination C. Both D. None of these
18	What remains among different sections due to office	A. Link/contact B. Coordination C. Both 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	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