

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

Sr	Questions	Answers Choice
1	This department is responsible for purchasing goods and other items are called	<p>A. Purchase department B. Sales department C. Advertising department D. Correspondence department</p>
2	Office means a place where	<p>A. Organization's records/papers are kept B. Workers take rest C. Visitors wait D. Clerical work is done besides keeping records</p>
3	What remains among different sections due to office	<p>A. Link/contact B. Coordination C. Both D. None of these</p>
4	Not included in office worker's personal qualities	<p>A. Hard working B. Honest C. Good personality D. Courteous</p>
5	If any business organization is considered as a body then office is its	<p>A. Capital B. Heart C. Brain D. None of these</p>
6	If any business organization is considered as a body, then office is its:	<p>A. Capital B. Heart C. Brain D. None of these</p>
7	Office means a place where:	<p>A. Organization's records / papers are kept B. Workers take rest C. Visitors wait D. Clerical work is done besides keeping records</p>
8	The performance of an office depends upon:	<p>A. Principal B. Workers C. Office machines D. Office management</p>
9	Attainment of common objectives under the guidance of the leader of organization is possible through:	<p>A. Office B. Office organizations C. Workers D. Customers</p>
10	Attainment of common objectives under the guidance of the leader of organization is possible through	<p>A. Office B. Office organization C. Workers D. Customers</p>
11	The department is responsible for selling goods to the customers are called	<p>A. sales department B. Purchase department C. Administrative department D. None of these</p>
12	Because of an organized office, business:	<p>A. Expands / widens B. Contracts C. Remains unchanged D. None of these</p>
13	Not included in office worker's personal qualities:	<p>A. Hard working B. Honest C. Good personality D. Courteous</p>
14	What remains among different sections due to offer:	<p>A. Link / contact B. Coordination C. Both D. None of these</p>

15	How many functions of an office	A. 12 B. 13 C. 14 D. 15
16	How many qualities of an office workers	A. 3 B. 4 C. 5 D. 6
17	Because of an organized office, business	A. Expands/widens B. Contracts C. remains unchanged D. None of these
18	Choose the correct important departments in an office	A. Purchase department B. Sales department C. Advertising department D. All the above
19	An office worker should have to his credit	A. Personal qualities B. Physical qualities C. Educational qualities D. All of these
20	The performance of an office depends upon	A. Principle B. Workers C. Office machines D. Office management