

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

Sr	Questions	Answers Choice
1	How many functions of an office	A. 12 B. 13 C. 14 D. 15
2	The performance of an office depends upon	A. Principle B. Workers C. Office machines D. Office management
3	If any business organization is considered as a body, then office is its:	A. Capital B. Heart C. Brain D. None of these
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	Attainment of common objectives under the guidance of the leader of organization is possible through	A. Office B. Office organization C. Workers D. Customers
6	If any business organization is considered as a body then office is its	A. Capital B. Heart C. Brain D. None of these
7	Choose the correct important departments in an office	A. Purchase department B. Sales department C. Advertising department D. All the above
8	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
9	An office worker should have to his credit	A. Personal qualities B. Physical qualities C. Educational qualities D. All of these
10	What remains among different sections due to office	A. Link/contact B. Coordination C. Both 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	Not included in office worker's personal qualities	A. Hard working B. Honest C. Good personality D. Courteous
13	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
14	An office worker should have to his credit:	A. Personal qualities B. Physical qualities C. Educational qualities D. All of these

15	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
16	Because of an organized office, business	A. Expands/widens B. Contracts C. remains unchanged D. None of these
17	How many qualities of an office workers	A. 3 B. 4 C. 5 D. 6
18	Not included in office worker's personal qualities:	A. Hard working B. Honest C. Good personality D. Courteous
19	Because of an organized office, business:	A. Expands / widens B. Contracts C. Remains unchanged D. None of these
20	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