

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

Sr	Questions	Answers Choice
1	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
2	How many functions of an office	A. 12 B. 13 C. 14 D. 15
3	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
4	If any business organization is considered as a body then office is its	A. Capital B. Heart C. Brain D. None of these
5	Because of an organized office, business:	A. Expands / widens B. Contracts C. Remains unchanged D. None of these
6	What remains among different sections due to offer:	A. Link / contact B. Coordination C. Both D. None of these
7	An office worker should have to his credit	A. Personal qualities B. Physical qualities C. Educational qualities D. All of these
8	The performance of an office depends upon:	A. Principal B. Workers C. Office machines D. Office management
9	How many qualities of an office workers	A. 3 B. 4 C. 5 D. 6
10	Because of an organized office, business	A. Expands/widens B. Contracts C. remains unchanged D. None of these
11	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
12	The performance of an office depends upon	A. Principle B. Workers C. Office machines D. Office management
13	Attainment of common objectives under the guidance of the leader of organization is possible through	A. Office B. Office organization C. Workers D. Customers
14	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

15	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
16	An office worker should have to his credit:	A. Personal qualities B. Physical qualities C. Educational qualities D. All of these
17	Choose the correct important departments in an office	A. Purchase department B. Sales department C. Advertising department D. All the above
18	Not included in office worker's personal qualities:	A. Hard working B. Honest C. Good personality D. Courteous
19	Not included in office worker's personal qualities	A. Hard working B. Honest C. Good personality D. Courteous
20	This department is responsible for purchasing goods and other items are called	A. Purchase department B. Sales department C. Advertising department D. Correspondence department