

## Principle of Commerce Icom Part 1 English Medium Chapter 25 Online Test

Sr	Questions	Answers Choice
1	What is written in business letter after complimentary close	A. Signature B. Salutation C. Subject D. Name of addressee
2	The letters sent for personal or domestic matters are called:	A. Formal letters B. Routine letters C. Personal letters D. None of these
3	Kinds of letters are	A. Two B. Three C. Four D. None of these
4	The person to whom the letters is written is.	A. Addressee B. Attention line C. Truly D. None of these
5	The reference number is written after writing the heading in the letter	A. On left side B. On right side C. In the end D. None of these
6	Personal letters are divided into:	A. Two B. Five C. Seven D. Nine
7	Through correspondence, business:	A. Expands B. Contracts C. Has negative effects D. None of these
8	What is written in business letter after complimentary close:	A. Signature B. Salutation C. Subject D. Name of addressee
9	The number of parts in a business letter	A. Seven B. Five C. Three D. None of these
10	What is written after salutation in business letter	A. Name of business B. Name of owner of business C. Subject line D. All the three
11	The person to whom the letter is written is	A. Addressee B. Attention line C. Truly D. None of these
12	The person to whom the letter is written is:	A. Addressee B. Attention line C. Truly D. None of these
13	What is written after salutation in business letter:	A. Name of business B. Name of owner of business C. Subject line D. All the three
14	The number of important and unimportant parts of a business letter can be:	A. Ten B. Fourteen C. Seven D. None of these
15	The first part of a business letter is	A. Reference no. B. Heading C. Subject line D. None of these

16	If the copy of letter is to be sent to another person then the written word is called	A. C.C B. P.C C. T.C D. P.G
17	Kinds of letters are:	A. Two B. Three C. Four D. None of these
18	The number of important and unimportant parts of a business letter can be	A. Ten B. Fourteen C. Seven D. None of these
19	The first part of a business letter is:	A. Reference no. B. Heading C. Subject line D. None of these
20	Another name for quotation letter:	A. Catalogue B. Order C. None of these D. None of these