

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

Sr	Questions	Answers Choice
1	Personal letters are divided into	A. Two B. Five C. Seven D. Nine
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	The first part of a business letter is:	A. Reference no. B. Heading C. Subject line D. None of these
4	An extra message is added at the end of letter called	A. T.C B. P.S C. T.S D. C.C
5	The person to whom the letter is written is	A. Addressee B. Attention line C. Truly D. None of these
6	The reference number is written after writing the heading is the letter.	A. On left side B. On right side C. In the end D. None of these
7	The person to whom the letter is written is:	A. Addressee B. Attention line C. Truly D. None of these
8	An extra message is added at the end of letter called:	A. T.C B. P.S C. T.S D. C.C
9	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
10	The letters sent for personal or domestic matters are called.	A. Formal letters B. Routine letters C. Personal letters D. None of these
11	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
12	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
13	The method of fulfilling a claim is stated in:	A. Letter of enquiry B. Order letter C. Complaint letter D. None of these
14	Through correspondence, business.	A. Expands B. Contracts C. Has negative effects D. None of these
15	The method of fulfilling a claim is stated in	A. Letter of enquiry B. Order letter C. Complaint letter D. None of these

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16	Through correspondence, business:	A. Expands B. Contracts C. Has negative effects D. None of these
17	The number of parts in a business letter:	A. Seven B. Five C. Three D. None of these
18	Through correspondence, business	A. Expands B. Contracts C. Has negative effects D. None of these
19	Kinds of letters are	A. Two B. Three C. Four D. None of these
20	The letter sent for personal or domestic matters are called	A. Formal letters B. Routine letters C. Personal letters D. None of these

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