

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

Sr	Questions	Answers Choice
1	Through correspondence, business:	A. Expands B. Contracts C. Has negative effects D. None of these
2	What is written after salutation in business letter:	A. Name of business B. Name of owner of business C. Subject file D. All the three
3	The person to whom the letters is written is.	A. Addresses B. Attention line C. Truly D. None of these
4	The first part of a business letter is	A. Reference no. B. Heading C. Subject line D. None of these
5	The method of fulfilling a claim is stated in:	A. Letter of enquiry B. Order letter C. Complaint letter D. None of these
6	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
7	Through correspondence, business.	A. Expands B. Contracts C. Has negative effects D. None of these
8	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
9	The person to whom the letter is written is:	A. Addressee B. Attention line C. Truly D. None of these
10	The first part of a business letter is:	A. Reference no. B. Heading C. Subject line D. None of these
11	Personal letters are divided into:	A. Two B. Five C. Seven D. Nine
12	The number of parts in a business letter:	A. Seven B. Five C. Three D. None of these
13	The number of parts in a business letter	A. Seven B. Five C. Three D. None of these
14	Through correspondence, business	A. Expands B. Contracts C. Has negative effects D. None of these
15	The person to whom the letter is written is	A. Addressee B. Attention line C. Truly D. None of these

16	The letters sent for personal or domestic matters are called:	A. Formal letters B. Routine letters C. Personal letters D. None of these
17	An extra message is added at the end of letter called:	A. T.C B. P.S C. T.S D. C.C
18	What is written in business letter after complimentary close:	A. Signature B. Salutation C. Subject D. Name of addressee
19	The number of important and unimportant parts of a business letter can be:	A. Ten B. Fourteen C. Seven D. None of these
20	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
