

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

Sr	Questions	Answers Choice
1	The method of fulfilling a claim is stated in	A. Letter of enquiry B. Order letter C. Complaint letter D. None of these
2	An extra message is added at the end of letter called:	A. T.C B. P.S C. T.S D. C.C
3	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
4	The first part of a business letter is	A. Reference no. B. Heading C. Subject line D. None of these
5	The first part of a business letter is:	A. Reference no. B. Heading C. Subject line D. None of these
6	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
7	Through correspondence, business	A. Expands B. Contracts C. Has negative effects 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	What is written in business letter after complimentary close:	A. Signature B. Saluation C. Subject D. Name of addressee
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	The number of important and unimportant parts of a business letter can be:	A. Ten B. Fourteen C. Seven D. None of these
12	Kinds of letters are	A. Two B. Three C. Four D. None of these
13	What is written in business letter after complimentary close	A. Signature B. Salutation C. Subject D. Name of addressee
14	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
15	The person to whom the letter is written is	A. Addressee B. Attention line C. Truly D. None of these

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16	The letter sent for personal or domestic matters are called	A. Formal letters B. Routine letters C. Personal letters D. None of these
17	The person to whom the letter is written is:	A. Addressee B. Attention line C. Truly D. None of these
18	Another name for quotation letter:	A. Catalogue B. Order C. None of these D. None of these
19	The number of parts in a business letter	A. Seven B. Five C. Three D. None of these
20	Another name for quotation letter	A. Catalogue B. Order C. All of the above D. None of these

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