

Principle of Commerce Icom Part 1 English Medium Chapter 26 Online Test

Sr	Questions	Answers Choice
1	An official letter should always be in a form of:	A. Paragraphs B. Sentences C. Words D. None of these
2	In demi-official letter, an addressee is addressed by his	A. Post B. Name C. Surname D. All are correct
3	The addressee of official letters is:	A. Government institutions B. Associated institutions C. Private institutions D. All of these
4	How many characteristics in official letters	A. 8 B. 9 C. 10 D. 11
5	What is written first in an official letter:	A. Reference no. B. Heading C. Subject line D. None of these
6	The following letter is written to draw the personal attention of addressee	A. Official letter B. Demi-official letter C. Reminder D. Formal letter
7	The language of official letter is generally:	A. Typical B. Definite C. Both D. Courteous
8	The language of official letter is generally	A. Typical B. Definite C. Both D. Courteous
9	The salutation and complimentary close are not used in:	A. Private letters B. Reminder C. Govt. memo D. None of these
10	The style of an official letter is	A. Personal / private B. Individual C. Non-individual D. All of these
11	An official letter should be complete in all aspects, so that the facts and figures can be understood without the help of old references is called	A. Completeness B. Courtesy C. Simplicity D. Correctness
12	How many kinds of official letter	A. 10 B. 11 C. 12 D. 13
13	Circular letter is a kind of:	A. Official letter B. Business letter C. Both letters D. None of these
14	The salutation and complimentary close are not used in	A. Private letters B. Reminder C. Govt. memo D. None of these
15	In demi-official letter, an addressee is addressed by his:	A. Post B. Name C. Surname D. All are correct

16	The writing style of official letters is typical and definite. Moreover, the language of body in letter is always formal is called	A. Typical style B. Conciseness C. Correctness D. Simplicity
17	The following letter is written to draw the personal attention of addressee:	A. Official letter B. Demi-official letter C. Reminder D. Formal letter
18	Circular letter is a kind of	A. Official letter B. Business letter C. Both letters D. None of these
19	An official letter should be	A. Concise B. Suitable C. Long D. None of these
20	The addressee of official letter is	A. Government institutions B. Associated institutions C. Private institutions D. All of these