

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

Sr	Questions	Answers Choice
Si	Questions	
1	The addressee of official letters is:	A. Government institutions     B. Associated institutions     C. Private institutions     D. All of these
2	The style of an official letter is	A. Personal / private B. Individual C. Non-individual D. All of these
3	What is written first in an official letter	A. Reference no. B. Heading C. Subject line D. None of these
4	An official letter is a cheap means of communication as compared to other means due to its less cost	A. Cheap means B. Settlement of disputes C. Written proof D. None of these
5	The following letter is written to draw the personal attention of addressee	A. Official letter B. Demi-official letter C. Reminder D. Formal letter
6	The addressee of official letter is	A. Government institutions     B. Associated institutions     C. Private institutions     D. All of these
7	How many kinds of official letter	A. 10 B. 11 C. 12 D. 13
8	In demi-official letter, an addressee is addressed by his:	A. Post B. Name C. Surname D. All are correct
9	How many characteristics in official letters	A. 8 B. 9 C. 10 D. 11
10	The style of an official letter is:	A. Personal / private B. Individual C. Non-individual D. All of these
11	In demi-official letter, an addressee is addressed by his	A. Post B. Name C. Surname D. All are correct
12	The language of official letter is generally:	A. Typical B. Definite C. Both D. Courteous
13	An official letter should always be in a form of	A. Paragraphs B. Sentences C. Words D. None of these
14	The following letter is written to draw the personal attention of addressee:	A. Official letter  B. Demi-official letter C. Reminder D. Formal letter
15	An official letter should be:	A. Concise B. Suitable C. Long D. None of these

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 salutation and complimentary close are not used in	A. Private letters B. Reminder C. Govt. memo D. None of these
18	An official letter shold be	A. Concise B. Suitable C. Long D. None of these
19	Circular letter is a kind of:	A. Official letter B. Business letter C. Both letters D. None of these
20	An official letter should always be in a form of:	A. Paragraphs B. Sentences C. Words D. None of these