

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

Sr	Questions	Answers Choice
1	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
2	The addressee of official letter is	A. Government institutions B. Associated institutions C. Private institutions D. All of these
3	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
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	What is written first in an official letter	A. Reference no. B. Heading C. Subject line D. None of these
6	An official letter should always be in a form of	A. Paragraphs B. Sentences C. Words D. None of these
7	Circular letter is a kind of:	A. Official letter B. Business letter C. Both letters D. None of these
8	How many kinds of official letter	A. 10 B. 11 C. 12 D. 13
9	An official letter should be:	A. Concise B. Suitable C. Long D. None of these
10	The language of official letter is generally:	A. Typical B. Definite C. Both D. Courteous
11	The salutation and complimentary close are not used in	A. Private letters B. Reminder C. Govt. memo D. None of these
12	What is written first in an official letter:	A. Reference no. B. Heading C. Subject line D. None of these
13	In demi-official letter, an addressee is addressed by his	A. Post B. Name C. Surname D. All are correct
14	The salutation and complimentary close are not used in:	A. Private letters B. Reminder C. Govt. memo D. None of these
15	Circular letter is a kind of	A. Official letter B. Business letter C. Both letters D. None of these

16 In demi-official letter, an addressee is addressed by his:

A. Post
B. Name
C. Surname
D. All are correct

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 An official letter should always be in a form of:

A. Paragraphs
B. Sentences
C. Words
D. None of these

19 How many characteristics in official letters

A. 8
B. 9
C. 10
D. 11

20 An official letter shold be

A. Concise
B. Suitable
C. Long
D. None of these
