

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

Sr	Questions	Answers Choice
1	Circular letter is a kind of:	A. Official letter B. Business letter C. Both letters D. None of these
2	Circular letter is a kind of	A. Official letter B. Business letter C. Both letters D. None of these
3	The salutation and complimentary close are not used in:	A. Private letters B. Reminder C. Govt. memo D. None of these
4	The salutation and complimentary close are not used in	A. Private letters B. Reminder C. Govt. memo D. None of these
5	The style of an official letter is:	A. Personal / private B. Individual C. Non-individual D. All 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	An official letter shold be	A. Concise B. Suitable C. Long D. None of these
8	The style of an official letter is	A. Personal / private B. Individual C. Non-individual D. All of these
9	The addressee of official letter is	A. Government institutions B. Associated institutions C. Private institutions D. All of these
10	What is written first in an official letter	A. Reference no. B. Heading C. Subject line D. None of these
11	The language of official letter is generally	A. Typical B. Definite C. Both D. Courteous
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	An official letter should always be in a form of	A. Paragraphs B. Sentences C. Words D. None of these
15	An official letter should be:	A. Concise B. Suitable C. Long D. None of these

16	The following letter is written to draw the personal attention of addressee	A. Official letter B. Demi-official letter C. Reminder D. Formal letter
17	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
18	What is written first in an official letter:	A. Reference no. B. Heading C. Subject line D. None of these
19	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
20	How many characteristics in official letters	A. 8 B. 9 C. 10 D. 11