

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

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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

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17 An official letter should be:  
A. Concise  
B. Suitable  
C. Long  
D. None of these

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18 The following letter is written to draw the personal attention of addressee:  
A. Official letter  
B. Demi-official letter  
C. Reminder  
D. Formal letter

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19 The style of an official letter is:  
A. Personal / private  
B. Individual  
C. Non-individual  
D. All of these

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20 In demi-official letter, an addressee is addressed by his:  
A. Post  
B. Name  
C. Surname  
D. All are correct

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