

## Principle of Commerce (English Medium) - 11th Class Principle of Commerce Chapter 22 Short Questions Preparation

Q1. Important department of an office organization.

**Ans 1:** Purchase department, sales department, advertising department, Cash department, Accounting department, Statistical department, Administrative department, Correspondence department.

Q2. What is receiving information

**Ans 1:** An office receives information through direct and indirect methods. Generally information is received in the form of letters, telephone calls, orders and invoices on the various activities of the organization.

Q3. Define Office organization.

**Ans 1:** Organization refers to that group of people who work together under the supervision and guidance of their leader for the accomplishment of common objectives.

Q4. Define office organization and state its objectives.

**Ans 1:** Organization refers to that group of people who work together under the supervision and guidance of their leader for the accomplishment of common objectives.

**Ans 2:** Objectives  
i- Fixation of responsibility  
ii- Secrecy  
iii- Better performance.

Q5. Types of qualities of an office worker.

**Ans 1:** Personal qualities, Physical qualities, Educational qualities.

Q6. Importance of office to the point of Professor Albert.

**Ans 1:** An office is necessary like oil of machine for the working of business.

Q7. Importance of office to the point of Professor Dixy

**Ans 1:** The importance of an office in any business is like a spring of watch.

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Q8. State the importance of an office.

**Ans 1:** i- An office performs the function of information and communication.

**Ans 2:** ii- An office helps in making policies of business or concern and plays important role in their successful implementation.

**Ans 3:** iii- An office provides necessary and accurate information for making good decisions.

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Q9. What are the functions of an office.

**Ans 1:** i- Receiving information ii- Recording information

**Ans 2:** iii- Arranging informations iv- Transmitting information

**Ans 3:** v- Filing vi- Supplying office requisites

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Q10. What is meant by office.

**Ans 1:** An office is the place where the central mechanisms for an enterprise are located. where records are initiated for communication, control and efficient operations of the enterprise.

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