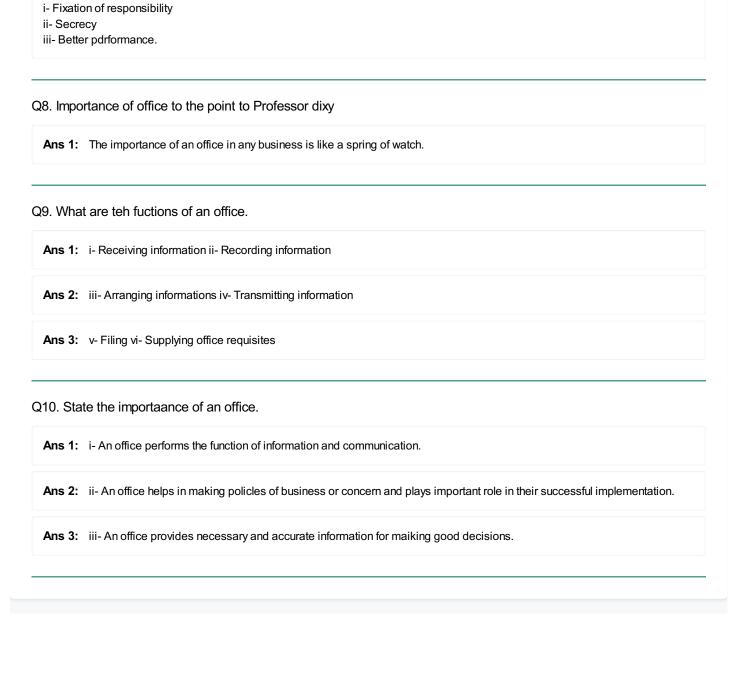


Principle of Commerce (English Medium) - 11th Class Principle of Commerce Chapter 22 Short Questions Preparation

Quodiono i Toparation
Q1. Define Office organization.
Q1. Donno origanization.
Ans 1: Orgabuzatuib refers to that group of people who work together under the supervision and guidance of their leader for the accomplishment of common objectives.
Q2. What is meant by office.
Ans 1: An office is the place where the central mechanisms for an enteriprise are located. where records are initiated for communication, control and efficient operations of the enterprise.
Q3. What are the three main qualities of an office worker.
Ans 1: i- Personal qualities
Ans 2: ii- Physicla qualities
Ans 3: iii- Educational qualities.
Q4. What is receiving information
Ans 1: An office receives information through direct and indirect methods. Generally information received in the form of lettes. telephone callss, orders and invoices on the various activities of the organization.
Q5. Important department of an office organization.
Ans 1: Purchase department, sales department, advertising department, Cash department, Accounting department, Statiscal department, Administrative department, Correspondence department.
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. Define office organization and state its objectives.

Ans 1: Organizaton refers to that group of people who work together under the superision and guidanc eof their leader for the

accoplishment of common objectives.



Ans 2: Objectives