

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

Q1. 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.

Q2. Importance of office to the point of Professor Albert.

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

Q3. Importance of office to the point to Professor Dixy

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

Q4. 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 an important role in their successful implementation.

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

Q5. 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.

Q6. What are the three main qualities of an office worker.

Ans 1: i- Personal qualities

Ans 2: ii- Physical qualities

Ans 3: iii- Educational qualities.

Q7. 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.

Q8. Important department of an office organization.

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

Q9. Types of qualities of an office worker.

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

Q10. 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.
