

Principle of Commerce (English Medium) - 11th Class Principle of Commerce Chapter 23 Short Questions Preparation

Q1. State the importance of office machines.
Ans 1: i- Saving of time and labour ii- Saving of expenditure
Ans 2: iii- Convenience in work iv- Increase in efficiency
Ans 3: v- Delicasy and cleanliness vi- Elimination of errors.
Q2. How does an invoice machine work.
Ans 1: According to scope and expansin in business, an invoice machine is used to prepare invocies. This machine also prints the value of goods sold wiht their detail and nature. A number of sold copies of invoices cna also be prepared or printed easily
Q3. What is meant by type-writer
Ans 1: The type-writers is an important machine used for typing correspondence and reports. It is most commonly used machine in the offices which was introduced in 1873. Typewriters are of diversified nature.
Q4. Define Posting machine.
Ans 1: Posting means transfer of accounts from original entreis to the appropriate ledger accounts. Accuracy of entries and legibility are the two basic requirements of this fucntion. These machines post total and print new balacnes automatically and maintain accuracy of sequence therein.
Q5. Define Cash Register.
Ans 1: It is a machine which keeps a duplicate record of all cash memos. It is generally used in retail shops and supermarkets. It is generally used in retail ships and supermarkets. It helps to check the misappropriations on the part of salesmen. These mechines are useful for those concerns whihe receive cash regularly from a large number of customers.
Q6. Define duplicating machine.
Ans 1: Duplicating machine is used when a number of copiesof documents are required. The process of duplicating involves the use fo a thin fibrous sheet, called stencil which is covered with a chemical coating through which ink cannot pass.

Q7. Write three advantages of computer.

7 0	i- Saves time and labour ii- Eliminationof errors.
Ans 2:	iii- Increase in efficiency.
Q8. Wha	at is meany intercom system.
	It is a separate telephone system controlled by central exchange of the office to make contact among differnet departmen rganizaton.
29. Wha	at are the tpes of communciation machines.
Ans 1:	i- Telephoe ii- Fax machine iii- Mobile phone
Ans 2:	iv- Dictating machine v- Computer
Q10. Wh	nat are teh type of copying machines.
Ans 1:	i- Typewriter ii- Phot state machine iii- Duplicating machine.