

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

Q1. What is the type of calculating machines.

Ans 1: i- Calculator ii- Posting machine iii- Invoice machine

Ans 2: iv- Time recording machine v- Cash register

Ans 3: vi- Computer.

Q2. What are teh type of copying machines.

Ans 1: i- Typewriter ii- Phot state machine iii- Duplicating machine.

Q3. 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

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. Write three advantages of computer.

Ans 1: i- Saves time and labour ii- Eliminationof errors.

Ans 2: iii- Increase in efficiency.

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, caled stencil which is covered with a chemical coating through which ink cannot pass.

Q7. 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.

Q8. What is meant by intercom system.

Ans 1: It is a separate telephone system controlled by central exchange of the office to make contact among different departments of the organization.

Q9. What are the types of communication machines.

Ans 1: i- Telephone ii- Fax machine iii- Mobile phone

Ans 2: iv- Dictating machine v- Computer

Q10. 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 stores and supermarkets. It helps to check the misappropriations on the part of salesmen. These machines are useful for those concerns which receive cash regularly from a large number of customers.
