

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

Q1. 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.

Q2. What is meant by type-writer

Ans 1: The type-writer 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.

Q3. What are the types of copying machines.

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

Q4. 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.

Q5. How does an invoice machine work.

Ans 1: According to scope and expansion in business, an invoice machine is used to prepare invoices. This machine also prints the value of goods sold with their detail and nature. A number of sold copies of invoices can also be prepared or printed easily.

Q6. Define Posting machine.

Ans 1: Posting means transfer of accounts from original entries to the appropriate ledger accounts. Accuracy of entries and legibility are the two basic requirements of this function. These machines post total and print new balances automatically and maintain accuracy of sequence therein.

Q7. What are the types of communication machines.

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

Ans 2: iv- Dictating machine v- Computer

Q8. Define duplicating machine.

Ans 1: Duplicating machine is used when a number of copies of documents are required. The process of duplicating involves the use of a thin fibrous sheet, called stencil which is covered with a chemical coating through which ink cannot pass.

Q9. 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- Delicacy and cleanliness vi- Elimination of errors.

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 shops 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.
