

Principle of Commerce (English Medium) - 11th Class Principle of Commerce Chapter 25 Short Questions Preparation

Q1. What is the meant by body of business letter.

Ans 1: In this part of letter, the objective or purpose of writing letter explaine Body of letter is divided into different paragraphs and each paragraph should contian single throught.

Q2. Write the necessary parts of business letters.

Ans 1: i- Heading ii- Date iii- Inside address iv- Salutation

Ans 2: v- Body of letter vi- Complementary close vii- Signature.

Q3. What is the function of postcript in a letter.

Ans 1: Sometimes an extra message is added to the end of letter. It may be something important or personal comment by writing PS above the first line of postscript.

Q4. What type of information is provided in quotation letter.

Ans 1: i- Quality of goods ii- Price of goods iii- Mode of transporation

Ans 2: iv- Mode of paymet v- Expenses on packing of goods

Ans 3: vi- Time required for delivery of goods

Q5. Define Personal letters and list out their kinds.

Ans 1: The letters which are sent or received for personal or domestic matters, called personal letters. Letters written to relatives and friends etc. there are two types of personal letters.

Ans 2: i- Routine letters ii- Formal letters

Q6. Define Letter.

Ans 1: When a perosn send s his message to another person in writing, this written message is called called letter.

Ans 2: If we want to say anything to person but cannot say due to the hindrance of distane then we write the message on paper and send to him, the message written on paperis called letter.

Q7. Define adjustment letter.

Ans 1: An adjustment letter is a reply to a complaint letter. Complaints or claims should not be discouraged, otherwise, it is a risk of losing customers.

Q8. Write down the four kinds of Business letters.

Ans 1: i- Inquiry letter ii- Quotation letter

Ans 2: iii- Claim letter iv- Circular letter

Q9. Define Official letters.

Ans 1: The letters written by government and its offices or departments to each other or other people are called official letters.

Q10. What is meant by Business correspondence.

Ans 1: The businessmen write letter to each other to settle their business matters. the act of writing these letters is called business correspondence.
