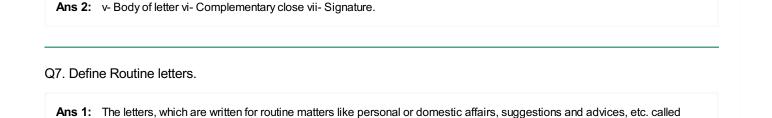


Principle of Commerce (English Medium) - 11th Class Principle of Commerce Chapter 25 Short Questions Preparation

Questions Preparation
Q1. Define job applicaton.
Ans 1: Job applications are commony invisite for the posts that fall vacant in a business or government office through advartisements.
Q2. Define Business letters.
Ans 1: The letters which are written by buisnessmen to each other toi settle their matters, called business letters.
Q3. List the business letters.
Ans 1: 1- Contact and relation 2- Written proofs
Ans 2: 3- Obtaining information 4- Use as reference 5- Solutin to Disputes
Ans 3: 6- Help in purchase and sale. 7- Expansion in business
Ans 4: 8- Reduction in expenditure 9- Saving to time 10- Legal proof
Ans 5: 11- Settlment of accounts. 12- Helps in international trade
Q4. What is the meant by body of busness letter.
Ans 1: In this part of letter, the objective or purpose of writting letter explaine Body of letter is divided into different paragraphs and each paraagraph should contian single throught.
Q5. Write down the four kinds of Business letters.
Ans 1: i- Inquiry letter ii- Quotation letter
Ans 2: iii- Claim letter iv- Circualr letter
Q6. Write the necessary parts of business letters.

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



Q8. Define adjustment letter.

routine letters.

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 losting customers.

Q9. What is mean tby circular letter.

Ans 1: A circular letter is written and sent to a number of persons engaged in business. The nature and patter of this letter is like an announcement to convey some definite message or information to the correspondents.

Q10. What is meant by circular letter.

Ans 1: A circular letter is written and sent to a number of persons engagedin business. the natur eand pattern of this letter is like an announcement to convey some definite message or inforantion to the correspondents.