

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

Q1. What is Business letters.

Ans 1: The letters, which are written by business mean to each other to settle their matters, called business letters.

Q2. What type of information is provided in quotation letter.

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

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

Ans 3: vi- Time required for delivery of goods

Q3. Define Letter.

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

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

Q4. List parts of business letters.

Ans 1: 1- Heading ii. Ref. Number 3- The Date 4- Inside address

Ans 2: 5- Attention lines 6- Salutation 7- Subject line 8- Body of the letter.

Ans 3: 9- Complimentary close

Ans 4: 10. Signature.

Q5. State the characteristics or qualities of business letters.

Ans 1: i- Simple language ii- Correctness

Ans 2: iii- Conciseness

Ans 3: iv- Cohesiveness v- Creates a favourable impression

Ans 4: vi- Courtesy vii- Effective viii- Positive manner ix- arrangement

Ans 5: x- A good start

Q6. What is meant by circular letter.

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

Q7. 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.

Q8. What is formal letters.

Ans 1: These letters include the information regarding different meetings like pleasant or misery occasions and political invitations etc.

Q9. List the business letters.

Ans 1: 1- Contact and relation 2- Written proofs

Ans 2: 3- Obtaining information 4- Use as reference 5- Solution 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- Settlement of accounts. 12- Helps in international trade

Q10. 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
