

Principle of Commerce (English Medium) - 11th Class Principle of Commerce Chapter 26 Short Questions Preparation

Q1. What is the meant by endorsemnet.
Ans 1: Endoresment means a concise satement of few written at the end of a letter alongwiht the name and post of endorser.
Q2. What is the meant by un official note.
Ans 1: Whenever an officer wants to discuss an official matter with another officer he then sends the file after writing a not eon it. this note is called unofficial ntoe.
Q3. What is menat by reference no. in an official letter.
Ans 1: The reference number is written in middle top aort of the paper sheet of an offcial letter.
Q4. What is the kinds of offcial letters.
Ans 1: i- Offcial Letters ii- Memorandum or memo
Ans 2: iii- Demi official iv- Reminders v- Unofficial note vi- Endorsement
Ans 3: vii- Notification viii- Circulars ix- Press note x - Office order
Q5. What is semi -official letter.
Ans 1: This letter is written to get the personal attention of addressee on an important official matter. The addressee is addressed in this letter by his name. The name and address of the sender in written at the end.
Q6. List out th parts of an official letter.
Ans 1: i- Referecne no. ii- Heading iii- Date iv- Name and designation of writer
Ans 2: v- Name and designation of addressee vi - Subject of letter.
Ans 3: vii- Salutation viii- Boyd of letter ix- complimentary clsoe
Ans 4: x- Signature xi- Initials xii- Enclosures xiii- Copy for.

Q7. What is the menat by Official reminder.

Ans 1: It is that type of an official letter which is written to higher officials or higher officials wirte it to their subordinates. in this letter salutation and complimentary clsoe are not used.

Q8. What is the importanc eof an official letter.

Ans 1: i- Written proof ii- Source of information iii- Settlement of disputes

Ans 2: iv- Appointment notice v- To deveop or maintain international relations

Ans 3: vi- Settlement of taxation matters.

Q9. What is office order.

Ans 1: These letters are written to act upon the orders of teh government. It means the subordinate staff is informed or communicated to work according to the orders of government.

Q10. What are the characteristics of an offcial letter.

Ans 1: i- Correctness ii- Typicla style iii- Concisencess iv - Complete

Ans 2: v- Courtesy vi- Simplicity vii- Continuity viii- Paragraphs