

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

Q1. What is the importance of an official letter.

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

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

**Ans 3:** vi- Settlement of taxation matters.

Q2. 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 is written at the end.

Q3. What is meant by reference no. in an official letter.

**Ans 1:** The reference number is written in middle top part of the paper sheet of an official letter.

Q4. What are the kinds of official letters.

**Ans 1:** i- Official Letters ii- Memorandum or memo

**Ans 2:** iii- Semi official iv- Reminders v- Unofficial note vi- Endorsement

**Ans 3:** vii- Notification viii- Circulars ix- Press note x - Office order

Q5. What is office order.

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

Q6. What are the characteristics of an official letter.

**Ans 1:** i- Correctness ii- Typical style iii- Conciseness iv - Complete

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

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Q7. List out the parts of an official letter.

**Ans 1:** i- Reference 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- Body of letter ix- complimentary close

**Ans 4:** x- Signature xi- Initials xii- Enclosures xiii- Copy for.

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Q8. What is meant by endorsement?

**Ans 1:** Endorsement means a concise statement of fact written at the end of a letter along with the name and post of endorser.

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Q9. What is meant by Official reminder.

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

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Q10. What is meant by an official note.

**Ans 1:** Whenever an officer wants to discuss an official matter with another officer he then sends the file after writing a note on it. This note is called an official note.

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