# Principle of Commerce Icom Part 1 English Medium Chapter 22 Online Test

| Sr | Questions | Answers Choice |
|---|---|---|
| 1 | An office worker should have to his credit | A. Personal qualities<br>B. Physical qualities<br>C. Educational qualities<br>D. All of these |
| 2 | The performance of an office depends upon | A. Principle<br>B. Workers<br>C. Office machines<br>D. Office management |
| 3 | If any business organization is considered as a body then office is its | A. Capital<br>B. Heart<br>C. Brain<br>D. None of these |
| 4 | Attainment of common objectives under the guidance of the leader of organization is possible through | A. Office<br>B. Office organization<br>C. Workers<br>D. Customers |
| 5 | Office means a place where: | A. Organization's records / papers are kept<br>B. Workers take rest<br>C. Visitors wait<br>D. Clerical work is done besides keeping records |
| 6 | An office worker should have to his credit: | A. Personal qualities<br>B. Physical qualities<br>C. Educational qualities<br>D. All of these |
| 7 | Because of an organized office, business: | A. Expands / widens<br>B. Contracts<br>C. Remains unchanged<br>D. None of these |
| 8 | If any business organization is considered as a body, then office is its: | A. Capital<br>B. Heart<br>C. Brain<br>D. None of these |
| 9 | Not included in office worker's personal qualities | A. Hard working<br>B. Honest<br>C. Good personality<br>D. Courteous |
| 10 | The department is responsible for selling goods to the customers are called | A. sales department<br>B. Purchase department<br>C. Administrative department<br>D. None of these |
| 11 | What remains among different sections due to office | A. Link/contact<br>B. Coordination<br>C. Both<br>D. None of these |
| 12 | What remains among different sections due to offer: | A. Link / contact<br>B. Coordination<br>C. Both<br>D. None of these |
| 13 | How many functions of an office | A. 12<br>B. 13<br>C. 14<br>D. 15 |
| 14 | Office means a place where | A. Organization's records/papers are kept<br>B. Workers take rest<br>C. Visitors wait<br>D. Clerical work is done besides keeping records |
| | | A. 3 |

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| 15 | How many qualities of an office workers | B. 4<br>C. 5<br>D. 6 |
| 16 | In a large business, a separate department is responsible for advertising the products. are called | A. Purchase department<br>B. Sales department<br>C. Advertising department<br>D. Administrative department |
| 17 | Because of an organized office, business | A. Expands/widens<br>B. Contracts<br>C. remains unchanged<br>D. None of these |
| 18 | Choose the correct important departments in an office | A. Purchase department<br>B. Sales department<br>C. Advertising department<br>D. All the above |
| 19 | Not included in office worker's personal qualitites: | A. Hard working<br>B. Honest<br>C. Good personality<br>D. Courteous |
| 20 | This department is responsible for purchasing goods and other items are called | A. Purchase department<br>B. Sales department<br>C. Advertising department<br>D. Correspondence department |