Principle of Commerce Icom Part 1 English Medium Chapter 25 Online Test

Sr	Questions	Answers Choice
1	Personal letters are divided into:	A. Two B. Five C. Seven D. Nine
2	Another name for quotation letter:	A. Catalogue B. Order C. None of these D. None of these
3	Personal letters are divided into	A. Two B. Five C. Seven D. Nine
4	What is written after salutation in business letter	A. Name of business B. Name of owner of business C. Subject line D. All the three
5	The reference number is written after writing the heading in the letter:	A. On left side B. On right side C. In the end D. None of these
6	The reference number is written after writing the heading is the letter.	A. On left side B. On right side C. In the end D. None of these
7	What is written in business letter after complimentary close	A. Signature B. Salutation C. Subject D. Name of addressee
8	The number of important and unimportant parts of a business letter can be:	A. Ten B. Fourteen C. Seven D. None of these
9	Kinds of letters are:	A. Two B. Three C. Four D. None of these
10	The number of parts in a business letter:	A. Seven B. Five C. Three D. None of these
11	If the copy of letter is to be sent to another person then the written word is called:	A. C.C B. P.C C. T.C D. P.G
12	The person to whom the letters is writen is.	A. Addresses B. Attention line C. Truly D. None of these
13	The first part of a business letter is:	A. Reference no. B. Heading C. Subject line D. None of these
14	The method of fulfilling a claim is stated in	A. Letter of enquiry B. Order letter C. Complaint letter D. None of these
15	The person to whom the letter is written is	A. Addressee B. Attention line C. Truly D. None of these

16	The reference number is written after writing the heading in the letter	A. On left side B. On right side C. In the end D. None of these
17	What is written in business letter after complimentary close:	A. Signature B. Saluation C. Subject D. Name of addressee
18	The number of parts in a business letter	A. Seven B. Five C. Three D. None of these
19	Through correspondence, business.	A. Expands B. Contracts C. Has negative effects D. None of these
20	The method of fulfilling a claim is stated in:	A. Letter of enquiry B. Order letter C. Complaint letter D. None of these