Principle of Commerce Icom Part 1 English Medium Chapter 26 Online Test

Sr	Questions	Answers Choice
1	Circular letter is a kind of	A. Official letter B. Business letter C. Both letters D. None of these
2	An official letter should always be in a form of:	A. Paragraphs B. Sentences C. Words D. None of these
3	The salutation and complimentary close are not used in	A. Private letters B. Reminder C. Govt. memo D. None of these
4	The following letter is written to draw the personal attention of addressee:	A. Official letter B. Demi-official letter C. Reminder D. Formal letter
5	An official letter should be complete in all aspects, so that the facts and figures can be understood without the help of old references is called	A. Completeness B. Courtesy C. Simplicity D. Correctness
6	In demi-official letter, an addressee is addressed by his	A. Post B. Name C. Surname D. All are correct
7	The following letter is written to draw the personal attention of addressee	A. Official letter B. Demi-official letter C. Reminder D. Formal letter
8	The addressee of official letter is	A. Government institutions B. Associated institutions C. Private institutions D. All of these
9	An official letter should be:	A. Concise B. Suitable C. Long D. None of these
10	The language of official letter is generally	A. Typical B. Definite C. Both D. Courteous
11	The writing style of official letters is typical and definite. Moreover, the language of body in letter is always formal is called	A. Typical style B. Conciseness C. Correctness D. Simplicity
12	How many characteristics in official letters	A. 8 B. 9 C. 10 D. 11
13	An official letter shold be	A. Concise B. Suitable C. Long D. None of these
14	What is written first in an official letter	A. Reference no. B. Heading C. Subject line D. None of these
15	The salutation and complimentary close are not used in:	A. Private letters B. Reminder C. Govt. memo D. None of these

16	The addressee of official letters is:	A. Government institutions B. Associated institutions C. Private institutions D. All of these
17	The style of an official letter is	A. Personal / private B. Individual C. Non-individual D. All of these
18	The language of official letter is generally:	A. Typical B. Definite C. Both D. Courteous
19	How many kinds of official letter	A. 10 B. 11 C. 12 D. 13
20	Circular letter is a kind of:	A. Official letter B. Business letter C. Both letters D. None of these