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Business Studies Exam Questions and Answers Pack

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# QUESTIONS

## TOPIC: BANKING SYSTEM

**DIRECTION: Choose the correct answer from the lettered options.**

1. Customers who maintain current accounts usually withdraw money by the use of \_\_\_\_\_.

- A. cheques
- B. passbook leaves
- C. a draft
- D. ako-owo
- E. envelopes

2. Which one of the following would be obtained when going on an overseas tour?

- A. Bank draft
- B. Overdraft
- C. International money order
- D. Traveler's cheque
- E. Local cheque

3. Payment by crossed cheque is a safe means because \_\_\_\_\_.

- A. it can be used to obtain an overdraft
- B. it has two parallel lines drawn across the face
- C. it must be signed by the drawer
- D. the cheque must be paid into an account
- E. the cheque can be cashed over the counter

4. Which bank controls all other banks in the country?

- A. The African Bank.
- B. The Nigerian Bank.

- C. The Central Bank.
- D. The Control Bank.
- E. All of the above.

5. The movement or transfer of money from one destination to another is called \_\_\_\_\_.

- A. bank
- B. remittances
- C. telegraphic transfer
- D. money order
- E. postal order

6. Which of these is NOT a service provided by the Commercial bank?

- A. Preparing letters of credit for customers.
- B. Accepting deposits.
- C. Lending money in the form of overdrafts or loans.
- D. Issuing of currency.
- E. Assisting organisations raise capital.

7. The first banking institution in Nigeria was established in \_\_\_\_\_.

- A. 1894
- B. 1984
- C. 1890
- D. 1980
- E. 2009

8. The bank statement is usually a small sheet of paper in which the bank outlines the following, except \_\_\_\_\_.

- A. deposits made
- B. withdrawals made
- C. COT paid
- D. premiums paid
- E. interests paid

9. The following are the functions of a bank, except \_\_\_\_\_.

- A. assisting customers in the payment of subscriptions
- B. assisting customers in the payment of their insurance
- C. assisting customers in the payment of standing orders
- D. selling traveller's cheques to interested customers
- E. building churches as part of their social responsibilities

10. What was the first name of the current 'First Bank of Nigeria' called?

- A. Wembley Bank
- B. Bank of West Africa
- C. Nigerian Bank
- D. United Bank For Africa
- E. Barclays Bank

11. Under the \_\_\_\_\_ policy, the amount due to the beneficiary is payable only at the death of the assured.

- A. death cover
- B. life assurance
- C. life insurance
- D. aeroplane accident cover
- E. shipping accident cover

12. Banks transact businesses with private and corporate bodies purely for \_\_\_\_\_.

- A. goodwill purposes
- B. project development
- C. customer relations
- D. profits
- E. popularity

13. An overdraft can be obtained only from \_\_\_\_\_.

- A. the Central bank
- B. the commercial bank
- C. the post office
- D. the merchant bank
- E. the supermarket

14. The bank facility that allows a customer that has a current account to withdraw money more than he has with the bank is the \_\_\_\_\_.

- A. overdraft
- B. credit
- C. loan
- D. gift
- E. None of the above

15. A \_\_\_\_\_ is an account in which customers can make payments and withdrawals by the use of cheques.

- A. savings account
- B. current account
- C. fixed deposit account
- D. domiciliary account
- E. All of the above

16 All, but one of the following is NOT a function of a letter of credit.

- A. It serves as an assurance that the money for the goods will be paid to the supplier.
- B. It directs all customers of the bank to open current accounts.
- C. It enables the bank build branches in the town.
- D. It serves as a guaranty for bank executives who want to withdraw loans.
- E. It will assist the bank in employment.

17. Why is a bank referred to as a deposit institution?

- A. It is because people deposit money in the banks.
- B. It is because people usually go to banks.
- C. It is because all types of items can be kept in the bank.
- D. It is because banks are a type of warehouses.
- E. None of the above.

18. All of the following can be kept in a bank for safe keeping, except \_\_\_\_\_.

- A. insurance certificates
- B. wills
- C. jewelleries
- D. certificates
- E. tools

19. Banks lend money to their customers in the form of \_\_\_\_\_.

- A. loans
- B. savings
- C. cheques
- D. expenditures
- E. domicilliary accounts



20. A written order to a bank to pay a named person a specified amount of money is \_\_\_\_\_.

- A. a cheque
- B. a debit note
- C. an invoice
- D. an order
- E. a receipt

21. The Central bank is a \_\_\_\_\_.

- A. private bank
- B. commercial bank
- C. special bank
- D. agricultural bank
- E. government bank

## TOPIC: CASHBOOK

**DIRECTION: Choose the correct answer from the lettered options.**

1. The total of the discount column in the is posted to the appropriate ledger known as the \_\_\_\_\_ ledger.

- A. general
- B. debtors'
- C. discount received/allowed
- D. creditors'

2. The receipt number column shows the \_\_\_\_\_ number on the receipt issued to the customer.

- A. set
- B. centre
- C. customer
- D. serial
- E. middle

3. All of these are types of cashbook, except \_\_\_\_\_ cashbook.

- A. simple
- B. two-column
- C. three-column
- D. double-entry

4. The \_\_\_\_\_ column clearly differentiates the two-column from the three-column cashbook.

- A. cash
- B. discount
- C. bank
- D. particulars

5. The 'Amount' column of a simple ledger account indicates the exact amount of \_\_\_\_\_ being accounted for.

- A. accounts
- B. assets
- C. cheques
- D. money
- E. items

6. The cash book has \_\_\_\_\_ sides.

- A. two
- B. three
- C. one
- D. four
- E. five

7. Mr Oladele, a businessman, wants to begin the sale of rice and has invested ₦200,000.00 into the business. The following postings will be made, except \_\_\_\_\_.

- A. debit
- B. credit capital account
- C. cash at hand will not have any entry
- D. bank will be debited
- E. all of the above

8. In balancing a we adopt all of the following, except \_\_\_\_\_.

- A. adding up the figures on the debit side of the cash book
- B. adding up the figures on the credit side of the cash book
- C. determining the difference between the debit total and the credid total in (1) and (2) above

D. appending the 'balance c/d' to the side with the lower total, which is just the amount necessary to balance the two sides.

E. debiting a certain amount to the cash book

9. A \_\_\_\_\_ records cash transactions in a cash book.

A. receptionist

B. customer

C. creditor

D. book keeper

E. manager

10. A cash receipt journal has \_\_\_\_\_ columns.

A. 6

B. 8

C. 5

D. 3

E. 4

11. When money is received, either in cash or by cheque, the cash column which receives the value is \_\_\_\_\_.

A. credited

B. debited

C. balanced

D. all of the above

E. none of the above

12. A book of account where the cash transactions of an enterprise is recorded is called a \_\_\_\_\_.

A. transction book

- B. credit book
- C. cash book
- D. bank book
- E. bank transaction

13. Assume that an organisation received ₦50,000.00 for sales from a customer on the 20th of August, 2007. What is the posting to be made?

- A. Credit the cash book.
- B. Debit the cash book.
- C. Debit accounts book.
- D. Credit accounts book.
- E. All of the above.

14. A ledger \_\_\_\_\_ column indicates the page number of the ledger.

- A. number
- B. code
- C. account
- D. folio
- E. index

15. A transaction that requires entries to be made on both the debit and credit sides simultaneously is called \_\_\_\_\_.

- A. contra entry
- B. double entry
- C. two-column entry
- D. compound entry

16. Assume that on the 30th of September, 2007, an organisation paid ₦25,000.00 for purchases made. The posting made will be to \_\_\_\_\_.

- A. credit the
- B. debit the
- C. credit the customer
- D. debit the bank
- E. all of the above

17. Two main types of discounts are the \_\_\_\_\_ and \_\_\_\_\_ discounts.

- A. credit and debit
- B. cash and credit
- C. cash and trade
- D. trade and sales
- E. buying and selling

18. The cash account with cash, bank and discount columns is called a \_\_\_\_\_.

- A. two-column
- B. triple column
- C. finance column
- D. three-column
- E. none of the above

19. The \_\_\_\_\_ indicates the exact date on which the transaction took place.

- A. year column
- B. address column
- C. date column
- D. month column
- E. None of the above

20. The \_\_\_\_\_ column explains the type of transaction which took place.

- A. date
- B. particulars
- C. officer
- D. customers
- E. cash

## TOPIC: FORMS OF TRADE

**DIRECTION: Choose the correct answer from the lettered options.**

1. A measure of average profit per unit of sales is called \_\_\_\_\_.

- A. margin
- B. turnover
- C. gain
- D. net
- E. gross

2. The document used by an intending buyer to request for the availability of goods from a seller is called \_\_\_\_\_.

- A. order
- B. letter of inquiry
- C. postal order
- D. credit note
- E. debit note

3. A measure of average profit per unit of sale is \_\_\_\_\_.

- A. margin
- B. turnover
- C. gain
- D. net
- E. gross

4. Arrange the following documents correctly.

- A. Delivery, Quotation, Invoice, Pricelist, Enquiry, Order.
- B. Enquiry, Pricelist, Quotation, Order, Invoice, Delivery.



- C. Invoice, Pricelist, Enquiry, Delivery, Quotation, Order.
- D. Pricelist, Enquiry, Quotation, Order, Invoice, Delivery, Order.
- E. Quotation, Delivery, Order, Invoice, Pricelist, Enquiry.

5. A trader bought a biro pen at ₦300.00k. At what price would he sell it if he is to make a profit of 5%?

- A. ₦315.00k
- B. ₦305.00k
- C. ₦300.00k
- D. ₦295.00k
- E. ₦285.00k

6. Material wants are simply \_\_\_\_\_.

- A. services
- B. goods
- C. needs
- D. requirements
- E. none of the above

7. A school canteen is an example of a \_\_\_\_\_.

- A. large scale retail outlet
- B. medium scale outfit
- C. small scale retail outfit
- D. whole scale outfit
- E. departmental store

8. What does the abbreviation L.P.O. stand for?

- A. Last Postal Order.

- B. Last Purchase Order.
- C. Least Price Outline.
- D. Local Purchase Oder.
- E. Low Pay Operator.

9. The method of buying and selling goods where the highest bidder obtains the goods is called \_\_\_\_\_.

- A. bid-win
- B. auction
- C. inspection
- D. survival of the fittest
- E. sample

10. The \_\_\_\_\_ is the last link in the distribution of goods.

- A. dealer
- B. consumer
- C. retailer
- D. wholesaler
- E. manufacturer

11. A credit transaction involves \_\_\_\_\_.

- A. hire purchase
- B. making future credit decisions
- C. making payment on a later date
- D. tied down capital
- E. None of the above

12. A \_\_\_\_\_ will not convey immediate ownership of title to a purchaser.

- A. cash purchase
- B. credit purchase
- C. hire purchase
- D. I-owe-you
- E. deferred payment

13. Which of the following is NOT true of credit notes?

- A. They are evidence of goods sold on credit.
- B. They are issued to correct an overcharge.
- C. They are issued when a customer returns damaged goods.
- D. They may be sent by the supplier to the customer.
- E. They are sales documents.

14. The value of a product expressed in monetary terms is known as the \_\_\_\_\_.

- A. price
- B. interest
- C. utility
- D. commission
- E. premium

15. An impulsive buyer is one who buys goods \_\_\_\_\_.

- A. at first sight
- B. on credit
- C. on friendly basis
- D. on hire purchase
- E. with a previous plan

## TOPIC: INSURANCE

**DIRECTION: Choose the correct answer from the lettered options.**

1. The insurance policy that covers goods conveyed by sea is called \_\_\_\_\_.
  - A. marine insurance
  - B. ship insurance
  - C. sea insurance
  - D. fire insurance
  - E. theft insurance
  
2. The amount of money paid to get insurance cover is known as \_\_\_\_\_.
  - A. payment
  - B. cash
  - C. premium
  - D. naira
  - E. sum
  
3. is specifically taken by businessmen only.
  - A. True
  - B. False
  
4. can be described as \_\_\_\_\_.
  - A. the provision a businessman makes against the occurrence of a sudden loss
  - B. the provision a businessman makes against the occurrence of a recurrent loss
  - C. the projection a businessman makes over the occurrence of a future loss
  - D. the provision a businessman makes against the occurrence of a future loss
  - E. the projection a businessman makes over his business' risks within a financial year

5. 'Uberrimae fidei' is a principle concerning \_\_\_\_\_.

- A. indemnity
- B. compensation
- C. disclosure of all material facts
- D. re
- E. subrogation

6. Not everybody who insures a property gets compensated because \_\_\_\_\_.

- A. not everybody suffers a loss
- B. not everybody paid a premium
- C. compensation is based on the amount of premium one pays
- D. compensation is paid to those who suffer greater losses
- E. the amount of money paid as compensation is small

7. The policy that covers risks by fire is called \_\_\_\_\_.

- A. insurance
- B. fire
- C. marine
- D. fire service
- E. life

8. Vehicle is a protection against loss, damage or an impact on a \_\_\_\_\_.

- A. ship
- B. canoe
- C. vehicle
- D. house boat
- E. aircraft

9. A businessman may prevent losses by taking against the following kinds of risks, except \_\_\_\_\_.

- A. burglary
- B. fire
- C. fraud
- D. quarelling among workers
- E. dishonesty of workers

10. The following losses can be insured, except \_\_\_\_\_.

- A. gambling
- B. life
- C. accident
- D. burglary
- E. fire

11. The principles of include all of the following, except \_\_\_\_\_.

- A. indemnity
- B. profit making
- C. contribution
- D. insurable interest
- E. utmost good faith

12. If Alhaji Sanni's car hits Chief Okere's car and causes damages to both cars, the company will pay compensation to Chief Okere for his damaged car if Alhaji Sanni was covered under a \_\_\_\_\_ policy.

- A. burglary
- B. marine
- C. fire
- D. third-party
- E. second party

13. A temporary cover used by motorists is the \_\_\_\_\_.

- A. proposal form
- B. cover note
- C. permission note
- D. credit note
- E. motorist's note

14. \_\_\_\_\_ is a complete which covers the owner of a vehicle against any damage on his own car and to the cars of other people affected.

- A. Secondary
- B. Comprehensive
- C. Total
- D. Commercial
- E. Full cover

15. Insurance is described as a \_\_\_\_\_.

- A. pool of demands
- B. pool of money
- C. pool of risk
- D. pool of life policies
- E. pool of interest

16. The term 'uberrimae fidei' means \_\_\_\_\_.

- A. loss at owner's risk
- B. utmost good faith
- C. pay before service
- D. insurable interest only
- E. terms and conditions apply

17. Indemnity implies \_\_\_\_\_.

- A. compensation to the tune of a loss sustained
- B. replacement of brand new items
- C. total loss of an item
- D. partial payment for an item
- E. ascertaining the cause of a problem

18. To take up an policy, Madam Naomi must first fill a \_\_\_\_\_.

- A. cover note
- B. letter of inquiry
- C. proposal form
- D. credit note
- E. general form

19. \_\_\_\_ describes the type of taken when the beneficiaries to a person are paid a sum of money at his or her death.

- A. Continuity
- B. Heritage
- C. Life assurance
- D. Beneficiary
- E. Pension



## TOPIC: OFFICE PROCEDURES

**DIRECTION: Choose the correct answer from the lettered options.**

1. Letters sent out from an organization to other places are referred to as \_\_\_\_\_.
  - A. inland mails
  - B. outgoing mails
  - C. incoming mails
  - D. private mails
  - E. export mails
  
2. Letters coming into an organisation from other places are referred to as \_\_\_\_\_.
  - A. inland mails
  - B. outgoing mails
  - C. incoming mails
  - D. private mails
  - E. import mails
  
3. The duties of a receptionist include all of the following, except \_\_\_\_\_.
  - A. making visitors feel welcome
  - B. filing or typing of letters
  - C. acting as a telephone operator
  - D. keeping the cash book
  - E. directing visitors to the appropriate officer's department
  
4. A good \_\_\_\_\_ should have a pleasant speaking voice.
  - A. stenographer
  - B. principal
  - C. clerical officer

- D. receptionist
- E. manager

5. A mail that is written and sent to someone within an organization is called \_\_\_\_\_ mail.

- A. express
- B. external
- C. foreign
- D. internal
- E. local

6. A confidential secretary must qualify as a \_\_\_\_\_.

- A. stenographer and typist
- B. stenographer and dictator
- C. typist and press man
- D. dictator and stenographer
- E. manager

7. Outgoing mails are stamped after being weighed to indicate \_\_\_\_\_.

- A. the date and time of receipt
- B. that the mail contained money
- C. the date and time of posting
- D. that it is an important mail
- E. that it is for a specific purpose

8. Which of the following is NOT a document handled by a receptionist?

- A. Visitors' slip
- B. Business card

- C. Telephone message pad
- D. Telephone directory
- E. Visitors' memo

9. Arranging and storing documents and mails in the order they are received is known as \_\_\_\_\_.

- A. alphabetical filing
- B. chronological filing
- C. geographical filing
- D. subject filing
- E. numerical filing

10. All mails coming into an organisation from other places are recorded in the \_\_\_\_.

- A. clerk's mail dairy
- B. return inward register
- C. postage book
- D. inward mail book
- E. none of the above

11. Which of the following may NOT appear in a receipt?

- A. Amount in words.
- B. Location of customer's office.
- C. Serial number.
- D. Signature of the customer.
- E. Signature of the manager.

12. A \_\_\_\_\_ is an urgent mail via a telegraph.

- A. circular

- B. notice
- C. telecom
- D. newsletter
- E. telegram

13. All of the following are qualities of a good receptionist, except \_\_\_\_\_.

- A. knowledgeable about the organisation
- B. good physical appearance
- C. able to work under pressure
- D. forward attitude towards visitors
- E. punctual

14. Outgoing mails are weighed to determine \_\_\_\_\_.

- A. number of recipients
- B. mails to be sent by post
- C. cost of postage
- D. number of stamps in hand
- E. all of the above

15. A visitor's book contains all of the following, except \_\_\_\_\_.

- A. name and address of the visitor
- B. rank of the visitor
- C. purpose of the visit
- D. time of arrival
- E. signature

16. \_\_\_\_ involves arranging and storing documents and mails in the order they are received.

- A. Alphabetical filing
- B. Chronological filing
- C. Decimal filing
- D. Subject filing
- E. Numerical filing

17. All of the following are methods of filing, except \_\_\_\_.

- A. Arithmetic filing
- B. Geographical filing
- C. Numerical filing
- D. Subject-wise filing
- E. Chronological filing

18. Which of the following is NOT part of the routine for incoming mails in an organisation?

- A. Removing of contents.
- B. Sorting mails.
- C. Receiving mails.
- D. Stamping mails.
- E. Routing.

19. Official letters are \_\_\_\_.

- A. letters meant for an organisation
- B. personal letters
- C. all outgoing letters
- D. all incoming letters
- E. none of the above

20. A document that provides a record of all visitors to an organization is called \_\_\_\_\_.

- A. a business card
- B. a message pad
- C. an organizational chart
- D. a visitors' register
- E. a visitor's slip

## TOPIC: PETTY

**DIRECTION: Choose the correct answer from the lettered options.**

1. The cash book is a book of original entry.
  - A. True
  - B. False
  
2. On which side of a cash book is the imprest entered?
  - A. Debit side
  - B. Credit side
  - C. The cash book does not have a debit nor credit side.
  - D. Receipt side
  - E. Payment side
  
3. While the cash book contains records of all cash transactions, the cash book contains cash transactions 'in hand' for expenditures.
  - A. True
  - B. False
  
4. What is the ideal book used in recording small items of business expenditure?
  - A. Ledger
  - B. cash book
  - C. Cash book
  - D. Sales journal
  - E. Profit and loss accounts book
  
5. Which of these is likely to be paid for from the cash book?
  - A. Motor Van.

- B. Furniture.
- C. Stamps.
- D. Plant and Machinery.
- E. Staff Salary.

6. The credit side of the is made up of \_\_\_\_\_.

- A. the total column and the appropriate columns to which expenditure is entered.
- B. the amount received, cash book folio, date and particulars columns
- C. the payments column and the cash book folio column
- D. the amount received, folio, and personal accounts columns
- E. none of the above

7. The four main types of expenditures made under the cash system include all of the following, except \_\_\_\_\_.

- A. miscellaneous expenses
- B. travelling expenses
- C. printing and stationaries
- D. furniture and fittings
- E. postage

8. The imprest account is also known as the \_\_\_\_\_.

- A. cash account
- B. sales day book
- C. invoice
- D. quotation list
- E. cash account



9. Which of these is a cash expenditure which is likely to be made from a cash book?

- A. Advertisement
- B. Furniture and Fittings
- C. Postage stamps
- D. Plant and machinery
- E. Wages and salaries

10. Which of the following is NOT a reason for the use of the cash book?

- A. The expenditure on expenses can be easily accounted for at all times.
- B. The head cashier is saved time to handle other major transactions.
- C. The time that would have been used to post each item entered to the different ledgers is saved.
- D. All of the above.
- E. None of the above.

## TOPIC: SHORTHAND

**DIRECTION: Choose the correct answer from the lettered options.**

1. In shorthand, a small vertical downward stroke on the line is the short form for \_\_\_\_\_.

- A. I
- B. him
- C. just
- D. dot
- E. but

2. A \_\_\_\_\_ is the sound of a vowel following a diphthong.

- A. triphone
- B. diphthong
- C. vowel
- D. phrase
- E. consonant

3. \_\_\_\_\_ refers to two vowels being pronounced together as one.

- A. Triphone
- B. Consonant
- C. Diphthong
- D. Phrasing
- E. Vowel

4. In Pitman shorthand, a thin downward diagonal stroke on the line represents \_\_\_\_\_.

- A. to

- B. two
- C. tone
- D. ten
- E. then

5. In shorthand, when a vowel comes before a horizontal stroke, the vowel sign is indicated \_\_\_\_\_ the stroke.

- A. above
- B. below
- C. after
- D. close
- E. adjacent

6. The diphthongs in shorthand are easily remembered by \_\_\_\_\_.

- A. this pen is not much good
- B. pa, may we all go too
- C. I now enjoy music
- D. John is a boy
- E. we are here

7. How many vowels are employed in Pitman shorthand?

- A. 10
- B. 24
- C. 6
- D. 12
- E. 26

8. The question "Pa, may we all go too?" brings to mind \_\_\_\_\_.

- A. the six long vowels
- B. the six short vowels
- C. the twelve vowels
- D. the four diphthongs
- E. the long phrases

9. Pitman Shorthand is written according to the \_\_\_\_\_.

- A. spelling
- B. sound
- C. word
- D. questions
- E. melodies

10. In shorthand, a small circle 'o' above the line is the short form for \_\_\_\_\_.

- A. has
- B. his
- C. is
- D. had
- E. me

11. In shorthand, out of the 12 vowels, there are \_\_\_\_\_ first position vowels.

- A. 3
- B. 6
- C. 2
- D. 7
- E. 4

12. The word 'Paul' in shorthand is written \_\_\_\_\_.

- A. below the line
- B. across the line
- C. above the line
- D. on the line
- E. None of the above

13. In shorthand, the two light short strokes under an outline indicates \_\_\_\_\_.

- A. a full stop
- B. all the letters to be in capital
- C. a lower case
- D. an initial capital letter
- E. None of the above

14. In shorthand, the small thick dot above the line represents the short form for \_\_\_\_\_.

- A. an
- B. and
- C. dot
- D. it
- E. you

15. In shorthand, a small circle 'o' on the line is the short form for \_\_\_\_\_.

- A. has
- B. his
- C. house
- D. had
- E. hat

16. The right-hand side of a straight down-stroke is usually referred to as the \_\_\_\_\_.

- A. right side
- B. circle side
- C. centre side
- D. curved side
- E. loop side

17. In shorthand, the word COOK has the \_\_\_\_\_.

- A. first place vocalization
- B. second place vocalization
- C. third place vocalization
- D. fifth place vocalization
- E. fourth place vocalization

18. Pitman shorthand is written according to \_\_\_\_\_.

- A. spelling
- B. sound
- C. words
- D. questions
- E. melodies

19. In shorthand, the diphthong 'u' is written in the \_\_\_\_\_.

- A. first position
- B. second position
- C. through position
- D. third position
- E. above the line

20. \_\_\_\_\_ is the joining of shorthand outlines together, without lifting up the pen.

- A. Phrasing
- B. Paragraphing
- C. Merging
- D. Setting
- E. Stroking

21. In shorthand, the small 'n' on the line is a short form for \_\_\_\_\_.

- A. I
- B. me
- C. she
- D. you
- E. he

The correct answer is option [D]

22. The small 'v' above the line in shorthand means \_\_\_\_\_.

- A. I
- B. me
- C. you
- D. that
- E. him

23. Pitman shorthand was introduced by Sir Isaac Pitman in \_\_\_\_\_.

- A. 1937
- B. 1837
- C. 1873
- D. 1737
- E. 1870

24. How many vowel places are there in Pitman Shorthand?

- A. 3
- B. 6
- C. 2
- D. 7
- E. 4

25. The art of using symbols to represent spoken sounds is called \_\_\_\_\_.

- A. typewriting
- B. office practice
- C. shorthand
- D. longhand
- E. idol worship

26. The five short vowel sounds are represented by \_\_\_\_\_.

- A. a, o, i, v, u
- B. v, e, i, o, u
- C. a, c, e, i, o
- D. a, c, e, i, u
- E. a, e, i, o, u

The correct answer is option [E]

27. In shorthand writing, a heavy dot on the line is the short form for \_\_\_\_\_.

- A. to
- B. the
- C. come
- D. if
- E. give



28. Which of the following best describes the system of shorthand invented by Pitman which was introduced in 1975?

- A. Pitman 2000
- B. Gregg
- C. Pitman script
- D. New edition
- E. old edition

29. Consonants are usually represented by \_\_\_\_\_ and \_\_\_\_\_.

- A. dots and dashes
- B. straight and curved strokes
- C. angular marks and dashes
- D. triangular marks and strokes
- E. circle and triangles

30. In Pitman shorthand, a light downward diagonal stroke on the line represents the word \_\_\_\_\_.

- A. to
- B. come
- C. if
- D. the
- E. take

31. The diphthong 'u' is written in the \_\_\_\_\_.

- A. first position
- B. second position
- C. through position
- D. third position
- E. space above the line

32. In shorthand, the thick downward vertical stroke on the line is the short form for

\_\_\_\_\_.

- A. do
- B. doing
- C. did
- D. don't
- E. done

## TOPIC: TYPEWRITING

***DIRECTION: Choose the correct answer from the lettered options.***

1. In typewriting when you hear the bell, it means that \_\_\_\_\_.

- A. you should stop typing
- B. you should start typing
- C. you have to rest the left hand margin
- D. you are getting to the end of the right hand margin
- E. your paper is finished

# ANSWERS

## BANKING SYSTEM

**DIRECTION: Choose the correct answer from the lettered options.**

1. Customers who maintain current accounts usually withdraw money by the use of \_\_\_\_\_.

- A. cheques
- B. passbook leaves
- C. a draft
- D. ako-owo
- E. envelopes

The correct answer is option [A]

2. Which one of the following would be obtained when going on an overseas tour?

- A. Bank draft
- B. Overdraft
- C. International money order
- D. Traveler's cheque
- E. Local cheque

The correct answer is option [D]

3. Payment by crossed cheque is a safe means because \_\_\_\_\_.

- A. it can be used to obtain an overdraft
- B. it has two parallel lines drawn across the face
- C. it must be signed by the drawer
- D. the cheque must be paid into an account
- E. the cheque can be cashed over the counter

The correct answer is option [D]

4. Which bank controls all other banks in the country?

- A. The African Bank.
- B. The Nigerian Bank.
- C. The Central Bank.
- D. The Control Bank.
- E. All of the above.

The correct answer is option [C]

5. The movement or transfer of money from one destination to another is called \_\_\_\_\_.

- A. bank
- B. remittances
- C. telegraphic transfer
- D. money order
- E. postal order

The correct answer is option [C]

6. Which of these is NOT a service provided by the Commercial bank?

- A. Preparing letters of credit for customers.
- B. Accepting deposits.
- C. Lending money in the form of overdrafts or loans.
- D. Issuing of currency.
- E. Assisting organisations raise capital.

The correct answer is option [D]

7. The first banking institution in Nigeria was established in \_\_\_\_\_.

- A. 1894

- B. 1984
- C. 1890
- D. 1980
- E. 2009

The correct answer is option [A]

8. The bank statement is usually a small sheet of paper in which the bank outlines the following, except \_\_\_\_\_.

- A. deposits made
- B. withdrawals made
- C. COT paid
- D. premiums paid
- E. interests paid

The correct answer is option [D]

9. The following are the functions of a bank, except \_\_\_\_\_.

- A. assisting customers in the payment of subscriptions
- B. assisting customers in the payment of their insurance
- C. assisting customers in the payment of standing orders
- D. selling traveller's cheques to interested customers
- E. building churches as part of their social responsibilities

The correct answer is option [E]

10. What was the first name of the current 'First Bank of Nigeria' called?

- A. Wembley Bank
- B. Bank of West Africa
- C. Nigerian Bank
- D. United Bank For Africa

E. Barclays Bank

The correct answer is option [B]

11. Under the \_\_\_\_\_ policy, the amount due to the beneficiary is payable only at the death of the assured.

- A. death cover
- B. life assurance
- C. life insurance
- D. aeroplane accident cover
- E. shipping accident cover

The correct answer is option [B]

12. Banks transact businesses with private and corporate bodies purely for \_\_\_\_\_.

- A. goodwill purposes
- B. project development
- C. customer relations
- D. profits
- E. popularity

The correct answer is option [D]

13. An overdraft can be obtained only from \_\_\_\_\_.

- A. the Central bank
- B. the commercial bank
- C. the post office
- D. the merchant bank
- E. the supermarket

The correct answer is option [B]



14. The bank facility that allows a customer that has a current account to withdraw money more than he has with the bank is the \_\_\_\_\_.

- A. overdraft
- B. credit
- C. loan
- D. gift
- E. None of the above

The correct answer is option [A]

15. A \_\_\_\_\_ is an account in which customers can make payments and withdrawals by the use of cheques.

- A. savings account
- B. current account
- C. fixed deposit account
- D. domicilliary account
- E. All of the above

The correct answer is option [B]

16 All, but one of the following is NOT a function of a letter of credit.

- A. It serves as an assurance that the money for the goods will be paid to the supplier.
- B. It directs all customers of the bank to open current accounts.
- C. It enables the bank build branches in the town.
- D. It serves as a guaranty for bank executives who want to withdraw loans.
- E. It will assist the bank in employment.

The correct answer is option [A]

17. Why is a bank referred to as a deposit institution?

- A. It is because people deposit money in the banks.

- B. It is because people usually go to banks.
- C. It is because all types of items can be kept in the bank.
- D. It is because banks are a type of warehouses.
- E. None of the above.

The correct answer is option [A]

18. All of the following can be kept in a bank for safe keeping, except \_\_\_\_\_.

- A. insurance certificates
- B. wills
- C. jewelleries
- D. certificates
- E. tools

The correct answer is option [E]

19. Banks lend money to their customers in the form of \_\_\_\_\_.

- A. loans
- B. savings
- C. cheques
- D. expenditures
- E. domicilliary accounts

The correct answer is option [A]

20. A written order to a bank to pay a named person a specified amount of money is \_\_\_\_\_.

- A. a cheque
- B. a debit note
- C. an invoice
- D. an order

E. a receipt

The correct answer is option [A]

21. The Central bank is a \_\_\_\_\_.

A. private bank

B. commercial bank

C. special bank

D. agricultural bank

E. government bank

The correct answer is option [E]

## TOPIC: CASHBOOK

**DIRECTION: Choose the correct answer from the lettered options.**

1. The total of the discount column in the is posted to the appropriate ledger known as the \_\_\_\_\_ ledger.

- A. general
- B. debtors'
- C. discount received/allowed
- D. creditors'

The correct answer is option [C]

2. The receipt number column shows the \_\_\_\_\_ number on the receipt issued to the customer.

- A. set
- B. centre
- C. customer
- D. serial
- E. middle

The correct answer is option [D]

3. All of these are types of cashbook, except \_\_\_\_\_ cashbook.

- A. simple
- B. two-column
- C. three-column
- D. double-entry

The correct answer is option [D]

4. The \_\_\_\_ column clearly differentiates the two-column from the three-column cashbook.

- A. cash
- B. discount
- C. bank
- D. particulars

The correct answer is option [B]

5. The 'Amount' column of a simple ledger account indicates the exact amount of \_\_\_\_\_ being accounted for.

- A. accounts
- B. assets
- C. cheques
- D. money
- E. items

The correct answer is option [D]

6. The cash book has \_\_\_\_ sides.

- A. two
- B. three
- C. one
- D. four
- E. five

The correct answer is option [A]

7. Mr Oladele, a businessman, wants to begin the sale of rice and has invested ₦200,000.00 into the business. The following postings will be made, except \_\_\_\_\_.

- A. debit
- B. credit capital account

- C. cash at hand will not have any entry
- D. bank will be debited
- E. all of the above

The correct answer is option [D]

8. In balancing a we adopt all of the following, except \_\_\_\_\_.

- A. adding up the figures on the debit side of the cash book
- B. adding up the figures on the credit side of the cash book
- C. determining the difference between the debit total and the credit total in (1) and (2) above
- D. appending the 'balance c/d' to the side with the lower total, which is just the amount necessary to balance the two sides.
- E. debiting a certain amount to the cash book

The correct answer is option [E]

9. A \_\_\_\_\_ records cash transactions in a cash book.

- A. receptionist
- B. customer
- C. creditor
- D. book keeper
- E. manager

The correct answer is option [D]

10. A cash receipt journal has \_\_\_\_\_ columns.

- A. 6
- B. 8
- C. 5
- D. 3

E. 4

The correct answer is option [C]

11. When money is received, either in cash or by cheque, the cash column which receives the value is \_\_\_\_\_.

- A. credited
- B. debited
- C. balanced
- D. all of the above
- E. none of the above

The correct answer is option [B]

12. A book of account where the cash transactions of an enterprise is recorded is called a \_\_\_\_\_.

- A. transaction book
- B. credit book
- C. cash book
- D. bank book
- E. bank transaction

The correct answer is option [C]

13. Assume that an organisation received ₦50,000.00 for sales from a customer on the 20th of August, 2007. What is the posting to be made?

- A. Credit the cash book.
- B. Debit the cash book.
- C. Debit accounts book.
- D. Credit accounts book.
- E. All of the above.

The correct answer is option [B]

14. A ledger \_\_\_\_\_ column indicates the page number of the ledger.

- A. number
- B. code
- C. account
- D. folio
- E. index

The correct answer is option [D]

15. A transaction that requires entries to be made on both the debit and credit sides simultaneously is called \_\_\_\_\_.

- A. contra entry
- B. double entry
- C. two-column entry
- D. compound entry

The correct answer is option [A]

16. Assume that on the 30th of September, 2007, an organisation paid ₦25,000.00 for purchases made. The posting made will be to \_\_\_\_\_.

- A. credit the
- B. debit the
- C. credit the customer
- D. debit the bank
- E. all of the above

The correct answer is option [A]

17. Two main types of discounts are the \_\_\_\_\_ and \_\_\_\_\_ discounts.

- A. credit and debit
- B. cash and credit



- C. cash and trade
- D. trade and sales
- E. buying and selling

The correct answer is option [C]

18. The cash account with cash, bank and discount columns is called a \_\_\_\_\_.

- A. two-column
- B. triple column
- C. finance column
- D. three-column
- E. none of the above

The correct answer is option [D]

19. The \_\_\_\_\_ indicates the exact date on which the transaction took place.

- A. year column
- B. address column
- C. date column
- D. month column
- E. None of the above

The correct answer is option [C]

20. The \_\_\_\_\_ column explains the type of transaction which took place.

- A. date
- B. particulars
- C. officer
- D. customers
- E. cash

The correct answer is option [B]

## TOPIC: FORMS OF TRADE

**DIRECTION: Choose the correct answer from the lettered options.**

1. A measure of average profit per unit of sales is called \_\_\_\_\_.

- A. margin
- B. turnover
- C. gain
- D. net
- E. gross

The correct answer is option [B]

2. The document used by an intending buyer to request for the availability of goods from a seller is called \_\_\_\_\_.

- A. order
- B. letter of inquiry
- C. postal order
- D. credit note
- E. debit note

The correct answer is option [B]

3. A measure of average profit per unit of sale is \_\_\_\_\_.

- A. margin
- B. turnover
- C. gain
- D. net
- E. gross

The correct answer is option [A]

4. Arrange the following documents correctly.

- A. Delivery, Quotation, Invoice, Pricelist, Enquiry, Order.
- B. Enquiry, Pricelist, Quotation, Order, Invoice, Delivery.
- C. Invoice, Pricelist, Enquiry, Delivery, Quotation, Order.
- D. Pricelist, Enquiry, Quotation, Order, Invoice, Delivery, Order.
- E. Quotation, Delivery, Order, Invoice, Pricelist, Enquiry.

The correct answer is option [B]

5. A trader bought a biro pen at ₦300.00k. At what price would he sell it if he is to make a profit of 5%?

- A. ₦315.00k
- B. ₦305.00k
- C. ₦300.00k
- D. ₦295.00k
- E. ₦285.00k

The correct answer is option [A]

6. Material wants are simply \_\_\_\_\_.

- A. services
- B. goods
- C. needs
- D. requirements
- E. none of the above

The correct answer is option [C]

7. A school canteen is an example of a \_\_\_\_\_.

- A. large scale retail outlet
- B. medium scale outfit

- C. small scale retail outfit
- D. whole scale outfit
- E. departmental store

The correct answer is option [C]

8. What does the abbreviation L.P.O. stand for?

- A. Last Postal Order.
- B. Last Purchase Order.
- C. Least Price Outline.
- D. Local Purchase Oder.
- E. Low Pay Operator.

The correct answer is option [D]

9. The method of buying and selling goods where the highest bidder obtains the goods is called \_\_\_\_\_.

- A. bid-win
- B. auction
- C. inspection
- D. survival of the fittest
- E. sample

The correct answer is option [B]

10. The \_\_\_\_\_ is the last link in the distribution of goods.

- A. dealer
- B. consumer
- C. retailer
- D. wholesaler
- E. manufacturer

The correct answer is option [C]

11. A credit transaction involves \_\_\_\_\_.

- A. hire purchase
- B. making future credit decisions
- C. making payment on a later date
- D. tied down capital
- E. None of the above

The correct answer is option [C]

12. A \_\_\_\_\_ will not convey immediate ownership of title to a purchaser.

- A. cash purchase
- B. credit purchase
- C. hire purchase
- D. I-owe-you
- E. deferred payment

The correct answer is option [C]

13. Which of the following is NOT true of credit notes?

- A. They are evidence of goods sold on credit.
- B. They are issued to correct an overcharge.
- C. They are issued when a customer returns damaged goods.
- D. They may be sent by the supplier to the customer.
- E. They are sales documents.

The correct answer is option [A]

14. The value of a product expressed in monetary terms is known as the \_\_\_\_\_.

- A. price
- B. interest
- C. utility

D. commission

E. premium

The correct answer is option [A]

15. An impulsive buyer is one who buys goods \_\_\_\_\_.

A. at first sight

B. on credit

C. on friendly basis

D. on hire purchase

E. with a previous plan

The correct answer is option [A]

## TOPIC: INSURANCE

**DIRECTION: Choose the correct answer from the lettered options.**

1. The insurance policy that covers goods conveyed by sea is called \_\_\_\_\_.

- A. marine insurance
- B. ship insurance
- C. sea insurance
- D. fire insurance
- E. theft insurance

The correct answer is option [A]

2 The amount of money paid to get insurance cover is known as \_\_\_\_\_.

- A. payment
- B. cash
- C. premium
- D. naira
- E. sum

The correct answer is option [C]

3. is specifically taken by businessmen only.

- A. True
- B. False

The correct answer is option [B]

4. can be described as \_\_\_\_\_.

- A. the provision a businessman makes against the occurrence of a sudden loss
- B. the provision a businessman makes against the occurrence of a recurrent loss
- C. the projection a businessman makes over the occurrence of a future loss

- D. the provision a businessman makes against the occurrence of a future loss
- E. the projection a businessman makes over his business' risks within a financial year

The correct answer is option [D]

5. 'Uberrimae fidei' is an principle concerning \_\_\_\_\_.

- A. indemnity
- B. compensation
- C. disclosure of all material facts
- D. re
- E. subrogation

The correct answer is option [C]

6. Not everybody who insures a property gets compensated because \_\_\_\_\_.

- A. not everybody suffers a loss
- B. not everybody paid a premium
- C. compensation is based on the amount of premium one pays
- D. compensation is paid to those who suffer greater losses
- E. the amount of money paid as compensation is small

The correct answer is option [A]

7. The policy that covers risks by fire is called \_\_\_\_\_.

- A. insurance
- B. fire
- C. marine
- D. fire service
- E. life

The correct answer is option [B]



8. Vehicle is a protection against loss, damage or an impact on a \_\_\_\_\_.

- A. ship
- B. canoe
- C. vehicle
- D. house boat
- E. aircraft

The correct answer is option [C]

9. A businessman may prevent losses by taking against the following kinds of risks, except \_\_\_\_\_.

- A. burglary
- B. fire
- C. fraud
- D. quarelling among workers
- E. dishonesty of workers

The correct answer is option [D]

10. The following losses can be insured, except \_\_\_\_\_.

- A. gambling
- B. life
- C. accident
- D. burglary
- E. fire

The correct answer is option [A]

11. The principles of include all of the following, except \_\_\_\_\_.

- A. indemnity
- B. profit making

- C. contribution
- D. insurable interest
- E. utmost good faith

The correct answer is option [B]

12. If Alhaji Sanni's car hits Chief Okere's car and causes damages to both cars, the company will pay compensation to Chief Okere for his damaged car if Alhaji Sanni was covered under a \_\_\_\_\_ policy.

- A. burglary
- B. marine
- C. fire
- D. third-party
- E. second party

The correct answer is option [D]

13. A temporary cover used by motorists is the \_\_\_\_\_.

- A. proposal form
- B. cover note
- C. permission note
- D. credit note
- E. motorist's note

The correct answer is option [B]

14. \_\_\_\_\_ is a complete which covers the owner of a vehicle against any damage on his own car and to the cars of other people affected.

- A. Secondary
- B. Comprehensive
- C. Total
- D. Commercial

E. Full cover

The correct answer is option [B]

15. Insurance is described as a \_\_\_\_\_.

- A. pool of demands
- B. pool of money
- C. pool of risk
- D. pool of life policies
- E. pool of interest

The correct answer is option [C]

16. The term 'uberrimae fidei' means \_\_\_\_\_.

- A. loss at owner's risk
- B. utmost good faith
- C. pay before service
- D. insurable interest only
- E. terms and conditions apply

The correct answer is option [B]

17. Indemnity implies \_\_\_\_\_.

- A. compensation to the tune of a loss sustained
- B. replacement of brand new items
- C. total loss of an item
- D. partial payment for an item
- E. ascertaining the cause of a problem

The correct answer is option [A]

18. To take up an policy, Madam Naomi must first fill a \_\_\_\_\_.

- A. cover note
- B. letter of inquiry
- C. proposal form
- D. credit note
- E. general form

The correct answer is option [C]

19. \_\_\_\_ describes the type of taken when the beneficiaries to a person are paid a sum of money at his or her death.

- A. Continuity
- B. Heritage
- C. Life assurance
- D. Beneficiary
- E. Pension

The correct answer is option [C]

## TOPIC: OFFICE PROCEDURES

**DIRECTION: Choose the correct answer from the lettered options.**

1. Letters sent out from an organization to other places are referred to as \_\_\_\_\_.

- A. inland mails
- B. outgoing mails
- C. incoming mails
- D. private mails
- E. export mails

The correct answer is option [B]

2. Letters coming into an organisation from other places are referred to as \_\_\_\_\_.

- A. inland mails
- B. outgoing mails
- C. incoming mails
- D. private mails
- E. import mails

The correct answer is option [C]

3. The duties of a receptionist include all of the following, except \_\_\_\_\_.

- A. making visitors feel welcome
- B. filing or typing of letters
- C. acting as a telephone operator
- D. keeping the cash book
- E. directing visitors to the appropriate officer's department

The correct answer is option [D]

4. A good \_\_\_\_\_ should have a pleasant speaking voice.

- A. stenographer
- B. principal
- C. clerical officer
- D. receptionist
- E. manager

The correct answer is option [D]

5. A mail that is written and sent to someone within an organization is called \_\_\_\_\_ mail.

- A. express
- B. external
- C. foreign
- D. internal
- E. local

The correct answer is option [D]

6. A confidential secretary must qualify as a \_\_\_\_\_.

- A. stenographer and typist
- B. stenographer and dictator
- C. typist and press man
- D. dictator and stenographer
- E. manager

The correct answer is option [A]

7. Outgoing mails are stamped after being weighed to indicate \_\_\_\_\_.

- A. the date and time of receipt
- B. that the mail contained money

- C. the date and time of posting
- D. that it is an important mail
- E. that it is for a specific purpose

The correct answer is option [A]

8. Which of the following is NOT a document handled by a receptionist?

- A. Visitors' slip
- B. Business card
- C. Telephone message pad
- D. Telephone directory
- E. Visitors' memo

The correct answer is option [E]

9. Arranging and storing documents and mails in the order they are received is known as \_\_\_\_\_.

- A. alphabetical filling
- B. chronological filling
- C. geographical filing
- D. subject filing
- E. numerical filing

The correct answer is option [B]

10. All mails coming into an organisation from other places are recorded in the \_\_\_\_\_.

- A. clerk's mail dairy
- B. return inward register
- C. postage book
- D. inward mail book
- E. none of the above

The correct answer is option [D]

11. Which of the following may NOT appear in a receipt?

- A. Amount in words.
- B. Location of customer's office.
- C. Serial number.
- D. Signature of the customer.
- E. Signature of the manager.

The correct answer is option [B]

12. A \_\_\_\_\_ is an urgent mail via a telegraph.

- A. circular
- B. notice
- C. telecom
- D. newsletter
- E. telegram

The correct answer is option [E]

13. All of the following are qualities of a good receptionist, except \_\_\_\_\_.

- A. knowledgeable about the organisation
- B. good physical appearance
- C. able to work under pressure
- D. forward attitude towards visitors
- E. punctual

The correct answer is option [D]

14. Outgoing mails are weighed to determine \_\_\_\_\_.

- A. number of recipients
- B. mails to be sent by post
- C. cost of postage



- D. number of stamps in hand
- E. all of the above

The correct answer is option [C]

15. A visitor's book contains all of the following, except \_\_\_\_\_.

- A. name and address of the visitor
- B. rank of the visitor
- C. purpose of the visit
- D. time of arrival
- E. signature

The correct answer is option [B]

16. \_\_\_\_ involves arranging and storing documents and mails in the order they are received.

- A. Alphabetical filing
- B. Chronological filing
- C. Decimal filing
- D. Subject filing
- E. Numerical filing

The correct answer is option [B]

17. All of the following are methods of filing, except \_\_\_\_\_.

- A. Arithmetic filing
- B. Geographical filing
- C. Numerical filing
- D. Subject-wise filing
- E. Chronological filing

The correct answer is option [A]

18. Which of the following is NOT part of the routine for incoming mails in an organisation?

- A. Removing of contents.
- B. Sorting mails.
- C. Receiving mails.
- D. Stamping mails.
- E. Routing.

The correct answer is option [D]

19. Official letters are \_\_\_\_\_.

- A. letters meant for an organisation
- B. personal letters
- C. all outgoing letters
- D. all incoming letters
- E. none of the above

The correct answer is option [A]

20. A document that provides a record of all visitors to an organization is called \_\_\_\_\_.

- A. a business card
- B. a message pad
- C. an organizational chart
- D. a visitors' register
- E. a visitor's slip

The correct answer is option [D]

## TOPIC: PETTY

**DIRECTION: Choose the correct answer from the lettered options.**

1. The cash book is a book of original entry.

- A. True
- B. False

The correct answer is option [A]

2. On which side of a cash book is the imprest entered?

- A. Debit side
- B. Credit side
- C. The cash book does not have a debit nor credit side.
- D. Receipt side
- E. Payment side

The correct answer is option [A]

3. While the cash book contains records of all cash transactions, the cash book contains cash transactions 'in hand' for expenditures.

- A. True
- B. False

The correct answer is option [A]

4. What is the ideal book used in recording small items of business expenditure?

- A. Ledger
- B. cash book
- C. Cash book
- D. Sales journal
- E. Profit and loss accounts book

The correct answer is option [B]

5. Which of these is likely to be paid for from the cash book?

- A. Motor Van.
- B. Furniture.
- C. Stamps.
- D. Plant and Machinery.
- E. Staff Salary.

The correct answer is option [C]

6. The credit side of the is made up of \_\_\_\_\_.

- A. the total column and the appropriate columns to which expenditure is entered.
- B. the amount received, cash book folio, date and particulars columns
- C. the payments column and the cash book folio column
- D. the amount received, folio, and personal accounts columns
- E. none of the above

The correct answer is option [A]

7. The four main types of expenditures made under the cash system include all of the following, except \_\_\_\_\_.

- A. miscellaneous expenses
- B. travelling expenses
- C. printing and stationaries
- D. furniture and fittings
- E. postage

The correct answer is option [D]

8. The imprest account is also known as the \_\_\_\_\_.

- A. cash account
- B. sales day book

- C. invoice
- D. quotation list
- E. cash account

The correct answer is option [E]

9. Which of these is a cash expenditure which is likely to be made from a cash book?

- A. Advertisement
- B. Furniture and Fittings
- C. Postage stamps
- D. Plant and machinery
- E. Wages and salaries

The correct answer is option [C]

10. Which of the following is NOT a reason for the use of the cash book?

- A. The expenditure on expenses can be easily accounted for at all times.
- B. The head cashier is saved time to handle other major transactions.
- C. The time that would have been used to post each item entered to the different ledgers is saved.
- D. All of the above.
- E. None of the above.

The correct answer is option [E]

## TOPIC: SHORTHAND

**DIRECTION: Choose the correct answer from the lettered options.**

1. In shorthand, a small vertical downward stroke on the line is the short form for \_\_\_\_\_.

- A. I
- B. him
- C. just
- D. dot
- E. but

The correct answer is option [E]

2. A \_\_\_\_\_ is the sound of a vowel following a diphthong.

- A. triphone
- B. diphthong
- C. vowel
- D. phrase
- E. consonant

The correct answer is option [A]

3. \_\_\_\_\_ refers to two vowels being pronounced together as one.

- A. Triphone
- B. Consonant
- C. Diphthong
- D. Phrasing
- E. Vowel

The correct answer is option [C]

4. In Pitman shorthand, a thin downward diagonal stroke on the line represents \_\_\_\_\_.

- A. to
- B. two
- C. tone
- D. ten
- E. then

The correct answer is option [A]

5. In shorthand, when a vowel comes before a horizontal stroke, the vowel sign is indicated \_\_\_\_\_ the stroke.

- A. above
- B. below
- C. after
- D. close
- E. adjacent

The correct answer is option [A]

6. The diphthongs in shorthand are easily remembered by \_\_\_\_\_.

- A. this pen is not much good
- B. pa, may we all go too
- C. I now enjoy music
- D. John is a boy
- E. we are here

The correct answer is option [C]

7. How many vowels are employed in Pitman shorthand?

- A. 10

- B. 24
- C. 6
- D. 12
- E. 26

The correct answer is option [D]

8. The question "Pa, may we all go too?" brings to mind \_\_\_\_\_.

- A. the six long vowels
- B. the six short vowels
- C. the twelve vowels
- D. the four diphthongs
- E. the long phrases

The correct answer is option [A]

9. Pitman Shorthand is written according to the \_\_\_\_\_.

- A. spelling
- B. sound
- C. word
- D. questions
- E. melodies

The correct answer is option [B]

10 In shorthand, a small circle 'o' above the line is the short form for \_\_\_\_\_.

- A. has
- B. his
- C. is
- D. had
- E. me

The correct answer is option [A]



11. In shorthand, out of the 12 vowels, there are \_\_\_\_\_ first position vowels.

- A. 3
- B. 6
- C. 2
- D. 7
- E. 4

The correct answer is option [E]

12 The word 'Paul' in shorthand is written \_\_\_\_\_.

- A. below the line
- B. across the line
- C. above the line
- D. on the line
- E. None of the above

The correct answer is option [B]

13 In shorthand, the two light short strokes under an outline indicates \_\_\_\_\_.

- A. a full stop
- B. all the letters to be in capital
- C. a lower case
- D. an initial capital letter
- E. None of the above

The correct answer is option [B]

## SHORTHAND

14. In shorthand, the small thick dot above the line represents the short form for \_\_\_\_\_.

- A. an

- B. and
- C. dot
- D. it
- E. you

The correct answer is option [A]

15. In shorthand, a small circle 'o' on the line is the short form for \_\_\_\_\_.

- A. has
- B. his
- C. house
- D. had
- E. hat

The correct answer is option [B]

16. The right-hand side of a straight down-stroke is usually referred to as the \_\_\_\_\_.

- A. right side
- B. circle side
- C. centre side
- D. curved side
- E. loop side

The correct answer is option [B].

17. In shorthand, the word COOK has the \_\_\_\_\_.

- A. first place vocalization
- B. second place vocalization
- C. third place vocalization
- D. fifth place vocalization
- E. fourth place vocalization

The correct answer is option [C]

18. Pitman shorthand is written according to \_\_\_\_\_.

- A. spelling
- B. sound
- C. words
- D. questions
- E. melodies

The correct answer is option [B]

19. In shorthand, the diphthong 'u' is written in the \_\_\_\_\_.

- A. first position
- B. second position
- C. through position
- D. third position
- E. above the line

The correct answer is option [D]

20. \_\_\_\_\_ is the joining of shorthand outlines together, without lifting up the pen.

- A. Phrasing
- B. Paragraphing
- C. Merging
- D. Setting
- E. Stroking

The correct answer is option [A]

21. In shorthand, the small 'n' on the line is a short form for \_\_\_\_\_.

- A. I
- B. me
- C. she

- D. you
- E. he

The correct answer is option [D]

22. The small 'v' above the line in shorthand means \_\_\_\_\_.

- A. I
- B. me
- C. you
- D. that
- E. him

The correct answer is option [A]

23. Pitman shorthand was introduced by Sir Isaac Pitman in \_\_\_\_\_.

- A. 1937
- B. 1837
- C. 1873
- D. 1737
- E. 1870

The correct answer is option [B]

24. How many vowel places are there in Pitman Shorthand?

- A. 3
- B. 6
- C. 2
- D. 7
- E. 4

The correct answer is option [A]

25. The art of using symbols to represent spoken sounds is called \_\_\_\_\_.

- A. typewriting
- B. office practice
- C. shorthand
- D. longhand
- E. idol worship

The correct answer is option [C]

26. The five short vowel sounds are represented by \_\_\_\_\_.

- A. a, o, i, v, u
- B. v, e, i, o, u
- C. a, c, e, i, o
- D. a, c, e, i, u
- E. a, e, i, o, u

The correct answer is option [E]

27. In shorthand writing, a heavy dot on the line is the short form for \_\_\_\_\_.

- A. to
- B. the
- C. come
- D. if
- E. give

The correct answer is option [B]

28. Which of the following best describes the system of shorthand invented by Pitman which was introduced in 1975?

- A. Pitman 2000
- B. Gregg

- C. Pitman script
- D. New edition
- E. old edition

The correct answer is option [A]

29. Consonants are usually represented by \_\_\_\_\_ and \_\_\_\_\_.

- A. dots and dashes
- B. straight and curved strokes
- C. angular marks and dashes
- D. triangular marks and strokes
- E. circle and triangles

The correct answer is option [B]

30. In Pitman shorthand, a light downward diagonal stroke on the line represents the word \_\_\_\_\_.

- A. to
- B. come
- C. if
- D. the
- E. take

The correct answer is option [A]

31. The diphthong 'u' is written in the \_\_\_\_\_.

- A. first position
- B. second position
- C. through position
- D. third position
- E. space above the line

The correct answer is option [D]

32. In shorthand, the thick downward vertical stroke on the line is the short form for

\_\_\_\_\_.

- A. do
- B. doing
- C. did
- D. don't
- E. done

The correct answer is option [A]

## TOPIC: TYPEWRITING

**DIRECTION:** Choose the correct answer from the lettered options.

1. In typewriting when you hear the bell, it means that \_\_\_\_\_.

- A. you should stop typing
- B. you should start typing
- C. you have to rest the left hand margin
- D. you are getting to the end of the right hand margin
- E. your paper is finished

The correct answer is option [D]