

- A. Photocopying Machine
 - B. Fax Machine
 - C. Typewriter
 - D. Inkjet Printer
8. The chief financial officer is responsible for the financial matters and financial management of a corporation, she is also known as the _____.
- A. Auditor
 - B. Treasurer
 - C. Chief Executive Officer
 - D. Manager
9. Which department of a company is responsible for cash register operations and payment processing?
- A. Cashier
 - B. Billing
 - C. Accounting
 - D. Budget
10. Your boss asked you to send her a soft copy of your latest résumé. An example of a soft copy is:
- A. A print out copy usually in a paper
 - B. Original copy written in a paper
 - C. A copy saved in a computer and sent through email
 - D. A copy from a Xerox machine

Answer

- 1. D Sales invoice
- 2. A Form 137
- 3. C Answer the phone politely and give your department or company name.
- 4. D Business letter in a paper
- 5. B Copy furnished
- 6. C. Outlook
- 7. B. Fax Machine
- 8. B. Treasurer
- 9. A. Cashier
- 10. C. A copy saved in a computer and sent through email