



ST. LAWRENCE HIGH SCHOOL

A Jesuit Christian Minority Institution



Worksheet 28

Class: XII

Sub: Costing & Taxation

Chapter: Unit II: Cost of Labour

Topic: Time Booking Method 1

F.M.: 15

Date: 30/06/2020

Choose the correct alternatives:

1 x 15 =15

1. Time booking is entrusted to
(a) manager; (b) foreman; (c) officer; (d) none of them.
2. Time booking method is done by
(a) manually; (b) mechanically; (c) both manually and mechanically; (d) none of these.
3. Methods of time recording can be sub-divided into
(a) six categories; (b) five categories; (c) four categories; (d) none of these.
4. Under daily time sheet method, time spent by workers on different jobs are recorded on
(a) daily basis; (b) weekly basis; (c) monthly basis; (d) none of these.
5. Under daily sheet method, time spent by each worker is recorded
(a) in machine; (b) on a sheet of paper; (c) on a metallic sheet; (d) none of these.
6. Under daily sheet method, time spent by each worker is recorded by
(a) foreman; (b) supervisor; (c) worker; (d) none of them.
7. Daily time sheet is
(a) very simple to operate; (b) enables the foreman to know the actual hours work; (c) useful when a worker works different job; (d) all of these.
8. Daily time sheet
(a) involves more clerical work; (b) less authenticity as worker prepares it; (c) not suitable for large concerns; (d) all of these.
9. Weekly time sheet method
(a) resembles to daily time sheet; (b) does not resemble to daily time sheet, (c) occasionally resembles to daily time sheet; (d) none of these.
10. In weekly time sheet method, workers are required to write job details
(a) in every day; (b) in every week; (c) in every month; (d) none of these.
11. The weekly time sheet or card is signed and countersigned on
(a) daily basis; (b) weekly basis; (c) monthly basis; (d) none of these.
12. The weekly time sheet is signed by
(a) foreman; (b) worker; (c) manager; (d) none of them.
13. The weekly time sheet is countersigned by
(a) foreman; (b) worker; (c) manager; (d) none of them.
14. The weekly time sheet is
(a) destroyed; (b) preserved; (c) given to worker; (d) none of these.
15. Weekly time sheet is useful where
(a) job period is small; (b) job period is long; (c) job period is very small; (d) none of these.

Compiled by
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